AP 1201   PARTICIPATORY GOVERNANCE STRUCTURE & RESPONSIBILITIES

Participatory governance at Victor Valley Community College as envisioned by Assembly Bill 1725 (Vasconcellos; chaptered 1988) is based upon cooperation, mutual trust, respect and participatory values which put students and learning first. Participatory governance processes are designed to consider various options openly and creatively. The goal of participatory 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 participatory 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 through College Council to the Superintendent/President.

Academic Senate
The Academic Senate serves as the official voice of the faculty of Victor Valley Community College on academic and professional matters. Pursuant to Title 5 Sections 53200 thru 53207 and Board Policy 2510, the Victor Valley Board of Trustees will "consult collegially" with the Academic 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. Reaching mutual agreement.

The Superintendent/President is designated by the Board of Trustees to work with Academic Senate representatives as stated in Board Policy 2510, "academic and professional matters" including those listed in Title 5, Section 53200(c).
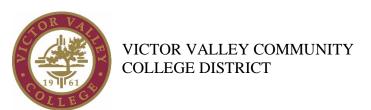
Information Flow – Direct to Board of Trustees on policy-related issues. Direct to Superintendent/President on operational decisions.

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

College Council
The College Council is the college-wide committee through which participatory governance is practiced. It serves in an advisory capacity to the Superintendent/President and is comprised of the voting representatives and one (1) named alternate from each named group listed (Senior Staff will have no alternate):
- Academic Senate (2)
- CTA (2)
- AFT (2)
- CSEA (2)
- ASB (2)
- Management Team (1 educational manager and 1 classified manager)
- Senior Staff (4)

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At the beginning of each academic year, the College Council will review the participatory 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 Superintendent/President.

The College Council will be co-chaired by the Superintendent/President or designee and Academic Senate President or designee.

Participatory Governance Committees
Establishing Committees: Participatory governance standing committees are established by the Superintendent/President through consultation with the College Council. This consultation shall include the number of committee members (both voting and non-voting), as well as the purpose and charge of the committee. Ad hoc committees may be established through the standing committees as needed for a specific term to perform focused tasks. All standing 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. If a stated purpose is for an academic year or less, an ad hoc committee (a.k.a. task force) will be formed by the standing committee and will report to the College Council. Standing committees may be reformed each year at the discretion of the Superintendent/President in consultation with the College Council. The Superintendent/President will discharge any college-wide committees that are no longer needed.

Committee Representation: The participatory governance structure provides for representation from the groups listed below as follows:
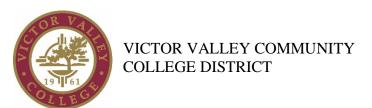
A minimum of 1 Student representative by ASB Council
A minimum of 1 Faculty representative by Academic Senate
A minimum of 1 Classified Staff representative by CSEA
A minimum of 1 Manager/Administrator representative by Management Team

Additional members will be appointed by the Superintendent/President in consonance with the rules for Establishing Committees in the above section. It is expected that committee members are constituent representatives in addition to having particular expertise. Participation and recommendations must be motivated by doing what is best for the college in light of its mission, goals, and needs. Committees must be comprised of a broad diversity of members and, where possible, avoid overlap in membership and service by the same individuals.

Committee Chairs: In consultation with College Council, co-chairs will be appointed by the Superintendent/President. Co-chairs appointed, who are a part of the Academic Senate, CSEA, ASB, or management, shall be appointed in consultation with that constituency. Once co-chairs are established, coordinating and moderating meetings is a participatory responsibility of the co-chairs in addition to serving as the communication liaison between the committee and College Council. The Superintendent/President reserves

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the ultimate responsibility for the overall membership balance of all standing committees and ensures broad representation across the committees.

Meeting Standards: All standing and ad hoc committees will adhere to the following meeting standards to ensure effective participatory governance practices.

- Committee meetings are public, although not subject to the Brown Act.
- Each committee member will have an equal voice, and everyone will discuss issues with civility and respect.
- Individuals and groups may speak in any committee by requesting permission from the co-chairs.
- Committee recommendations will be derived by consensus among appointed members.
- Written agenda and minutes of the proceedings will be disseminated for all standing committees to the public via the College website.
- Appointees will keep their respective constituencies informed of the proceedings and recommendations of standing committees.
- Appointees will attend meetings and contribute as a part of their professional responsibilities.
- Appointees will identify a proxy to attend any committee meetings they cannot attend.
- Any requests for committee member replacements due to vacancies or excessive absences will be made by the co-chairs to the appropriate constituency group.
- The first meeting of the academic year for each standing committee must include reviewing the charge, accepting requests for amending the charge, and establishing the meeting pattern for the year for public dissemination.
- At the end of the academic year, each standing committee will participate in the evaluation of participatory governance processes and include a report of the committee's achievements.

College-Wide Committees: The following is a list of standing committees and their charge and information flow from the committee to other participatory governance entities. Information must flow freely along designated communication lines and between standing and ad hoc committees as deliberations and actions may benefit or impact other committees.
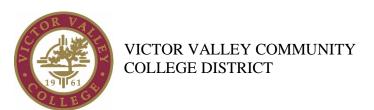
Diversity
Advocate – Vice President, Human Resources

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.

Information Flow –
- Direct to College Council.

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Environmental Health & Safety
Advocate – Chief of Police

Charge:
- Participates in the development of a safety / disaster preparedness plan for the campus.
- Participates in the development of training and information regarding safety / disaster preparedness.
- Participates in the review of safety / disaster plans.
- Makes recommendations to ensure preparedness.

Information Flow –
- Direct to College Council.

Facilities
Advocate – Executive Director, Facilities and Operations

Charge:
- Reviews and creates 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 which is submitted to the state annually.
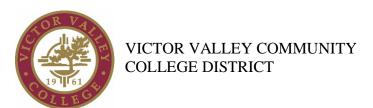
Information Flow –
- Direct to College Council.

Finance/Budget & Planning
Advocate – Vice President, Administrative Services

Charge:
- Reviews the budget provided by the district and evaluates the short and long-term budget strategies to ensure the alignment of the college's financial goals and resources.
- Reviews, rates, and discusses division level prioritized requests, both Instructional Program Review (IPR) and Non-Instructional Program Review (NIPR) requests following a Tier II budget rubric, to assess alignment of planning and budget requests with strategic priorities from the most recent Educational Master Plan.
- Forwards all recommendations to the Superintendent/President.
- Recommends continued, monthly reviews of college restricted and un-restricted budget updates and budget timelines.
- Recommends increased communication between the Finance, Budget and Planning Committee and the Superintendent/President's financial sustainability executive strategy team.

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Information Flow –
- Direct to College Council.
- Annual report directly to Board of Trustees.

Institutional Effectiveness

Advocate – Executive Dean, Institutional Effectiveness and Research

Charge:
- Reviews and reports performance measures of institutional effectiveness.
- Evaluates and recommends improvement for systematic and regular program review for all college programs.
- Provides feedback loop to ensure that college effectiveness is constantly improved by consideration of objective performance data.

Information Flow –
- Direct to College Council.
- Annual report directly to Board of Trustees.
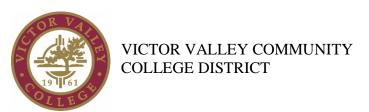
Employee Professional Development

Advocate – Vice President, Human Resources

Charge:
- Establishes criteria and evaluates applications for Professional Development travel and conference requests.
- Disseminates and shares knowledge and skills attained through Professional Development Funding.
- Improves and sustains the professional growth of district employees through collegially planned learning opportunities that continue to support the goals and mission of the institution.
- Supports quality teaching, learning, and support services for students by providing resources for employees to develop and fulfill career, professional needs and goals.
- Provides continuous professional development and training to maintain highly qualified district employees committed to serving the educational needs of students, fostering community partnerships and addressing professional growth.
- Develops, coordinates and recommends core skills on teamwork, cultural awareness, and college technology.

Information Flow –
- Direct to College Council.

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Student Equity and Achievement
Advocate – Vice President, Student Services

Charge:
- Regularly reviews data on achievement gaps to identify and propose recommendations.
- Creates plans to continually improve student success opportunities for VVC students.
- Determines directions for the improvement of student success and equity.
- Recommends strategies for successful student transition, outreach and recruitment.
- Functions as the advisory group to the Integrated Plan (Student Equity and Achievement).
- Recommends procedures for student recognition and discipline.

Information Flow –
- Direct to College Council.

Technology
Advocate – Chief Information Systems Officer

Charge:
- Provides recommendations to enhance, improve, and expand communications including telephone, direct contact to campus users, and emergency services.
- Recommends policies and procedures regarding campus technologies.
- Monitors the adequacy of technology platform to support faculty, students, and staff.
- Develops campus-wide technology plan and provides oversight for plan implementation and success.
- Monitors and assesses campus-wide technology distribution and support in line with end-user needs.

Information Flow–
- Direct to College Council.

Reference: California Code of Regulations, Title 5, Section 53203
                  California Code of Regulations, Title 5, Section 51023.5
                  California Education Code 70901(b) (1) (E)
                  BP 2510 (Participation in Local Decision Making)