VICTOR VALLEY COLLEGE

Decision-Making Handbook

College Council Approved September 2026

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Introduction

Purpose and Authority

Participatory governance provides the Victor Valley College community with a structured and transparent process for contributing to institutional recommendations and decisions. By bringing together the knowledge and perspectives of classified professionals, faculty, students, managers, and administrators, the process strengthens institutional planning, policy development, and resource allocation while advancing student success, equitable outcomes, and a five-star student experience.

This handbook is designed to clarify the roles and responsibilities of classified professionals, faculty, students, managers, and administrators in participatory governance at Victor Valley College, whether or not they serve on a governance body. It also describes the College's participatory governance structure, including its bodies, how they relate to one another, how recommendations move through the governance process, and how constituency groups participate in recommendation- and decision-making.

The authority and framework for this handbook are established through Board Policy 1201 and Administrative Procedure 1201, Participatory Governance. AP 1201 establishes that participatory governance at Victor Valley Community College is grounded in cooperation, mutual trust, respect, and participatory values that place students and learning first. It also identifies the Victor Valley College *Decision-Making Handbook* as the source for implementing AP 1201 and its related Board Policy. Accordingly, this handbook serves as the District's operational guide for participatory governance but does not address or interfere with the District's departmental organization or management structure.

Assembly Bill 1725 established the foundation for participatory governance within California community colleges. Its provisions, now reflected in California Education Code section 70902(b)(7), require district governing boards to establish procedures that ensure faculty, staff, and students have opportunities to express their views, that those views receive "every reasonable consideration," and that each constituency can "participate effectively in district and college governance." The statute also recognizes the Academic Senate's primary responsibility for making recommendations concerning curriculum and academic standards.

Participation in this process is substantive and meaningful; however, it does not transfer the legal decision-making authority assigned to the District's governing board. Under Education Code section 70902, the Board of Trustees retains responsibility for governing the District and may delegate specified authority to the Superintendent/President within clearly established limits. Accordingly, the Superintendent/President makes final decisions on participatory governance recommendations that fall within delegated authority, while matters reserved to the Board are presented to the Board of Trustees for final consideration and action.

Together with ACCJC accreditation standards, the California Education Code, Title 5, and District policies and procedures, these requirements provide the foundation for this handbook. The handbook puts this framework into practice by defining Victor Valley College's governance structure, constituent roles, committee responsibilities, recommendation pathways, and decision-making processes.

History

Since 2020 the college has adopted an entrepreneurial mindset approach to the way it serves students and completes its mission. In 2020 the Superintendent/President signed an entrepreneurial pledge with other college leaders in the region. In that, the development of the education master plan VVC excellence essential practices was developed. These essential practices were identified as strategy, leadership/governance, architecture/discipline, and culture. In terms of the Strategy practice, "VVC proactively looks for ways to innovate/improve its policies and operational processes and systems – particularly those that are problematic for students." Within the architecture/discipline practice with the organization, "At VVC, a network of innovators-individuals who stimulate, facilitate, and coordinate operational excellence activities-exists in all departments/divisions and work collaboratively."

Also, in the culture practice in terms of courageousness "VVC is willing to undergo innovative projects even if there is some risk" and "VVC is willing to "break things" to get "break-through" results." Additionally in the culture practice regarding institutional learning, "At the College, everyone is encouraged to provide observations/suggestions and to bring new knowledge-and frequently does so."

To examine these practices as a baseline measure, the college sent out a campus wide survey in November 2021 to measure opinions on how the college was performing in these practices. Five practices that fell below the 50 percent measure on "agree" or "strongly agree" were identified. The college Superintendent/President assembled a team of faculty/administrators/classified staff and community members to address each one of the five practices that fell below the 50 percent mark. Each team was made up of two individuals to produce a strategy to address the shortcomings. This team of individuals was deemed the President's pursuit of excellence team (POET). For example, two team members were assigned the practice of "VVC's governance structure and decision making enables reengineered and/or new teaching and learning practices, programs, services, processes, and policies to be quickly implemented." After several meetings and the team's attendance at College Council, it was determined the most effective means of increasing this practice was to develop a governance and decision-making manual to clearly communicate to the campus community on how decisions were made at the college.

In the college's 2023 Accreditation Institutional Self-Evaluation Report for Standard IV.A.6 "The processes for decision-making and the resulting decisions are documented and widely communicated across the institution." The college acknowledged shortcomings in the transparency of decision-making at the college, the college submitted an improvement plan for decision-making.

The College recognized that its decision-making process was not entirely clear to all members of the campus community and that additional work was needed to develop and institutionalize an integrated planning handbook. The handbook would provide clarity to the campus community, particularly committee chairs, regarding their responsibilities and timelines. It would also help ensure that leadership roles and the College's governance and decision-making policies, procedures, and processes were regularly evaluated for integrity and effectiveness and used as a basis for continuous improvement.

The 2023 edition of this handbook is the result of that work. This handbook is updated as the College's participatory governance structure and decision-making processes evolve. In accordance with accreditation standards, the College Council and its standing committees will review the handbook annually and update it as needed.

Philosophy and Guiding Principles

The goal of participatory governance at Victor Valley College is to achieve effective and active participation by each constituency, where all participants are trained in meeting processes where collegial and civil behavior is assured. Recommendations are developed through consensus whenever possible, incorporate an equity perspective, and focus on student outcomes. Through this process, participants can trust that decisions made by the Superintendent/President reflect full consideration of the perspectives expressed by the College's subject-matter experts and constituencies.

Enhancing participatory governance at Victor Valley College involves fostering strategic decision-making through the active engagement of all constituent groups, including students, classified professionals, faculty, and managers. This governance framework ensures transparency in decision-making processes, with a commitment to equity and a focus on student needs. Participatory leadership actively seeks consensus on addressing various issues and opportunities, promoting a culture of collaboration and inclusive decision-making. By embracing participatory governance, the college optimizes operational excellence, creating a student-centric, equity-driven environment that values broad leadership. Successful governance hinges on active participation, open dialogue, and the generation of meaningful outcomes. These commitments are expressed through three interdependent guiding principles: Participation, Dialogue, and Valued Outputs, which describe how individuals engage in governance, how deliberations are conducted, and what the process is intended to achieve.

1. **Participation**: Ensuring active and effective representation from all constituencies in the designated governance process is crucial for Victor Valley College to create and implement policies and practices that benefit the entire college community. The success of committee work relies on the active involvement of all representatives. Participatory governance meetings are open to guests and include a designated time for open comments. To promote consistent attendance, those responsible for convening and chairing meetings are advised against rescheduling, as it can impact the ability of members and guests, particularly students and faculty, to participate.

2. **Dialogue**: At VVC dialogue refers to the exchange of ideas through civil discussions aimed at fostering mutual understanding. The key to this process is a commitment from all participants to equity, civility, mutual respect, and collegial behavior, which are essential elements for reaching consensus.

3. **Valued Outputs**: Governance fulfills its purpose when it results in the identification of data-informed strategies, solutions, or recommendations that propel Victor Valley College toward equity-minded, student-centered goals. In this context, the "value" emerges from the active participation of constituency representatives in meaningful dialogue, leading to consensus and a clear path forward.

Related Governance and Decision-Making Processes

Decision-making at Victor Valley College occurs through an interconnected system of participatory governance, statutory consultation, collective bargaining, administrative authority, and operational implementation. This handbook focuses primarily on the College's participatory governance structure while recognizing the other bodies, authorities, and processes that interact with and support it.

The inclusion of these bodies and processes in this section does not mean that each operates outside participatory governance. The Academic Senate and Associated Student Body are essential participants in participatory governance and also exercise rights and responsibilities established by law, regulation, and Board policy. Collective bargaining, administrative decision-making, and operational implementation have separate purposes and sources of authority but may intersect with matters considered through participatory governance.

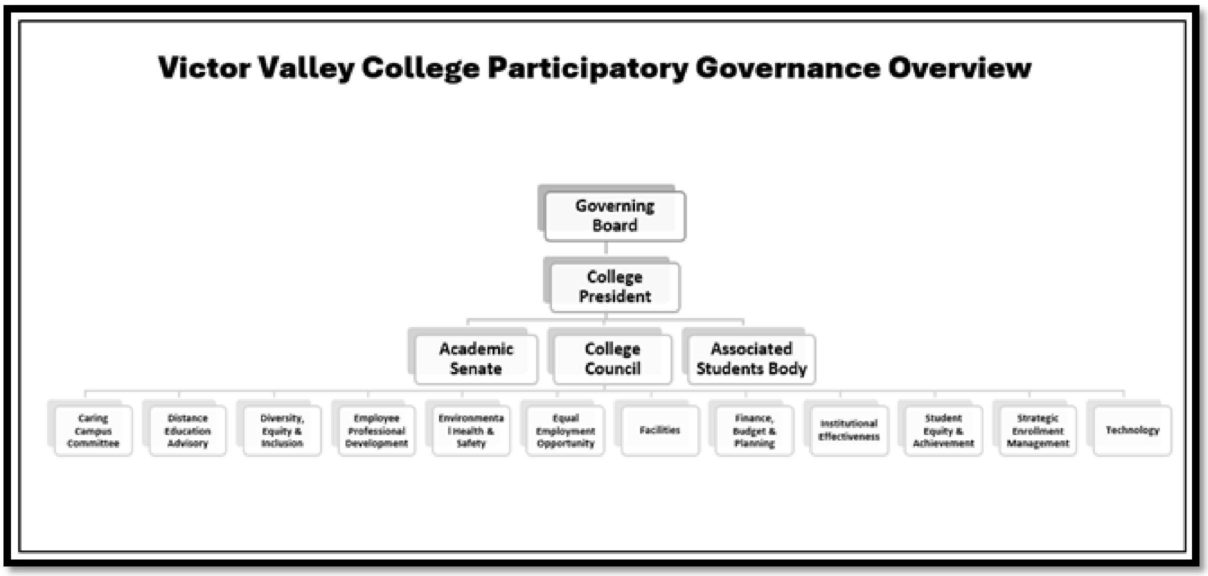
These related bodies, authorities, and processes include:

- *Academic Senate* with rights and responsibilities delineated in Title 5, Sections 53200-53204, AB1725 and BP 2510;
- *Associated Students Body* of Victor Valley College representing the voice of students as delineated in Title 5, Section 51023.7 and BP 2510;
- *Collective bargaining laws and the negotiated agreements* between the respective employee bargaining units and the Victor Valley Community College District which deal with matters pertaining to hours, wages, and working conditions and are not addressed in this publication;
- *Administrative/operational processes* which deal with the day-to-day functioning of the college within established policies and procedures and not included in participatory governance;
- *Operational committees* that ensure effective implementation of decisions and allocations made through participatory governance recommendations or administrative processes; and
- *District policies* and procedures that govern college operations.

Participatory Governance Structure

The following overview illustrates how the participatory governance principles are put into practice through Victor Valley College's participatory governance structure. It identifies the principal governance bodies, their relationship to one another, and the committees through which recommendations are developed and advanced. Figure 1 presents the College's overall governance structure and identifies the relationship among the Governing Board, College President, principal governance bodies, and participatory governance committees.

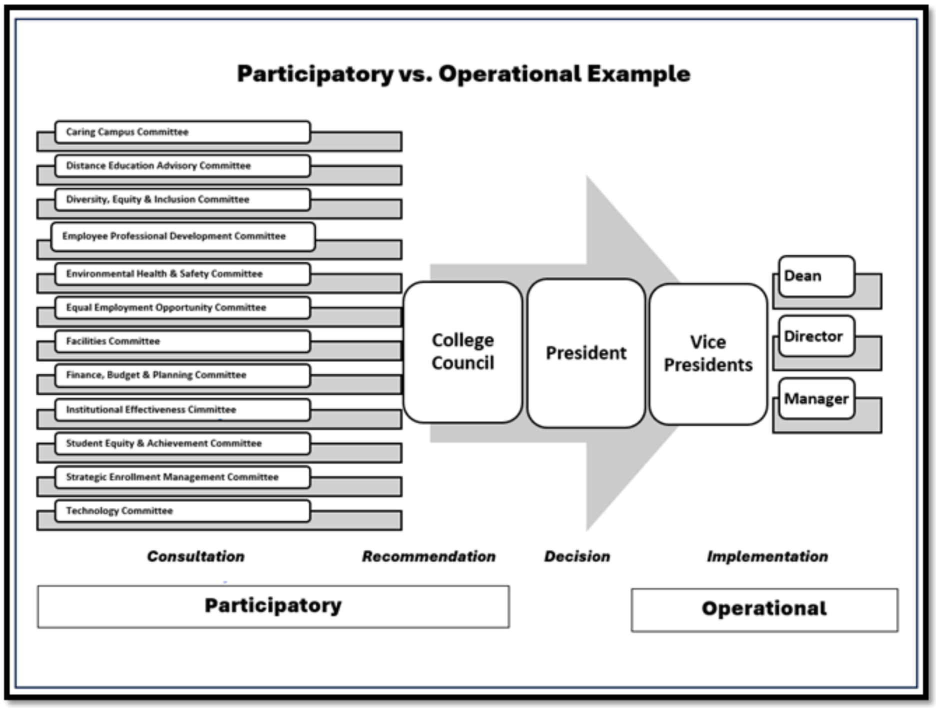
Figure 1. Victor Valley College Participatory Governance Structure



As illustrated in Figure 1, the Governing Board and College President provide institutional leadership and oversight, while the Academic Senate, College Council, and Associated Student Body serve distinct roles within the College's governance structure. Participatory governance committees contribute subject-matter expertise and constituency perspectives to inform institutional recommendations.

Figure 2 illustrates how proposals and recommendations move through the College's participatory governance and decision-making process. The process is intended to ensure appropriate consultation, transparent consideration of recommendations, communication among governance bodies, and documented institutional decisions.

Figure 2. Victor Valley College Participatory Governance Recommendation and Decision-Making Process



College Council

College Council is the central coordinating body for Victor Valley College's participatory governance process and serves in an advisory capacity to the Superintendent/President. It provides the forum through which recommendations developed by participatory governance committees receive college-wide review and consideration before being forwarded to the Superintendent/President.

Participatory governance committees examine matters within their approved charges, engage constituency representatives and subject-matter experts, and develop recommendations through the established consensus process. Once a committee approves a recommendation, it submits the recommendation and supporting documentation to College Council.

College Council reviews the recommendation from an institutional perspective, including its alignment with the College's mission, strategic priorities, commitment to equity and student success, applicable policies and procedures, fiscal considerations, and potential effects across constituencies and operational areas. College Council may request additional information or return a recommendation to the originating committee for further consideration. When College Council reaches consensus to advance a recommendation, it forwards the recommendation to the Superintendent/President for final consideration and decision.

In addition to reviewing participatory governance recommendations, College Council serves as a college-wide forum for reporting on significant operational changes and improvements. These reports should explain the reasons for the change, its relationship to institutional priorities and student needs, and its intended or demonstrated outcomes. College Council also provides an opportunity to explain how changes and outcomes will be communicated to the campus community and to recognize and celebrate institutional progress and accomplishments. Operational reports are informational and do not alter the administrative authority or responsibility assigned to the area implementing the change.

This process establishes the following recommendation pathway:

1. **Participatory Governance Committee:** Examines the matter and develops a recommendation within its approved charge.
2. **College Council:** Conducts a college-wide review and determines whether to advance the recommendation.
3. **Superintendent/President:** Considers the recommendation and makes or directs the final institutional decision, subject to any applicable authority of the Governing Board.
4. **Communication and Implementation:** The decision is communicated to the appropriate governance bodies and constituencies and, when approved, assigned to the responsible administrative or operational area for implementation.

This pathway establishes the flow of participatory governance recommendations and does not create a supervisory relationship between College Council and the participatory governance committees.

Membership

Voting Members:

College Council is composed of voting representatives from the following groups:

- Academic Senate (2)
- CTA (2)
- AFT (2)
- CSEA (2)
- Associated Student Body (2)
- Management Team: (1) educational manager and (1) classified manager
- Senior Staff: (4) representatives

Each represented group shall identify one named alternate, except Senior Staff, which shall have no alternate.

Non-Voting Members:

- Co-Chair - Superintendent/President or designee*
- Co-Chair - Academic Senate President or designee*
- Associate Vice President of Research, Planning & Institutional Effectiveness
- Note Taker – Executive Assistant

**Tie-Breaking Vote: Although the Co-Chairs are non-voting members, in the event of a tie, the Co-Chairs may cast a vote for the sole purpose of breaking the tie.*

Co-Chairs

College Council is co-chaired by the Superintendent/President
or designee and the Academic Senate President or designee. The co-chairs serve as impartial, nonvoting facilitators of College Council. This co-chair structure reflects the College's commitment to collaborative leadership and shared responsibility for an inclusive, transparent, and effective participatory governance process.

The College Council co-chairs are responsible for:

- Jointly developing the College Council agenda, considering the academic and institutional calendars and allowing sufficient time for matters to move through the participatory

governance process;
- Facilitating meetings and keeping deliberations focused on the Council's charge and published agenda;
- Ensuring that every member has a meaningful opportunity to express perspectives and share ideas;
- Cultivating a civil, respectful, safe, and welcoming environment for discussion and consensus-building;
- Guiding the Council through its review, deliberation, and consensus-building processes;
- Ensuring that recommendations and decisions are appropriately documented and communicated;
- Forwarding written recommendations advanced by College Council to the Superintendent/President within five business days of the Council's decision;
- Communicating the Superintendent/President's written response to College Council members and the co-chairs of the originating participatory governance committee within five business days of receiving the response;
- Providing annual training and resources to College Council members and participatory governance committee chairs regarding the governance process, committee responsibilities, consensus-building, and operating expectations;
- Leading the annual review of the *Decision-Making Handbook* and facilitating any necessary revisions;
- Requesting appointments or reappointments of constituency representatives from the appropriate constituency leadership;
- Monitoring member attendance and following up with constituency leadership regarding chronic absenteeism; and
- Coordinating and supporting the overall participatory governance process without exercising supervisory authority over participatory governance committees.

Meeting Schedule and Public Access

College Council meets on the first and third Wednesday of each month during the fall and spring semesters from 2:00 to 4:00 p.m. in the Building 55 Conference Room.

Although College Council is not subject to the Brown Act, the College is committed to transparency and public access. Every reasonable effort is made to post meeting agendas at least 72 hours before each meeting. Agendas, minutes and related meeting materials are made publicly available through the District's *Diligent* platform.

Participatory Governance 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 representation from the groups listed below exclusive of co-chairs:

- 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
- Any negotiated representation as approved by the Collective Bargaining Agreement

Committee Chair(s) will be appointed by the Superintendent/President. Chair(s) appointed, who are a part of the Academic Senate, CSEA, ASB, VVCFA, or Management, shall be appointed in consultation with that constituency.
Each participatory governance committee operates under a charge approved by the Superintendent/President. The charge defines the committee's purpose, responsibilities, membership, and role within the College's participatory governance process. The approved charges for all participatory governance committees are presented in this handbook.

Committee membership should include constituency representatives as well as individuals with knowledge or expertise relevant to the committee's charge. Constituency representatives are selected through the applicable constituency appointment processes. In addition to the membership identified in a committee's charge, the Superintendent/President may appoint any additional individuals to serve on the committee at the Superintendent/President's discretion.

Committees should reflect the broad diversity of the College community and, whenever practicable, avoid relying on the same individuals to serve on multiple committees. Members are expected to consider the perspectives of their constituencies while ensuring that their participation and recommendations advance the College's mission, goals, institutional needs, and commitment to student success.

Operational Committees and Bodies

In addition to its participatory governance structure, Victor Valley College relies on operational committees and bodies to carry out administrative, programmatic, regulatory, and day-to-day institutional responsibilities. Although operational bodies may consult with participatory governance committees or implement actions resulting from the governance process, they are not themselves participatory governance bodies.

Unlike participatory governance committees, whose members represent designated constituency groups, operational bodies are generally composed of individuals appointed because of their positions, responsibilities, or subject-matter expertise. Their membership may include individuals from multiple campus constituencies; however, members serve in an operational or technical capacity rather than as formal constituency representatives.

Operational bodies may consult with relevant departments, programs, employees, department chairs, or other campus groups when that consultation supports their work. Their recommendations and decisions must remain consistent with applicable laws, regulations, Board policies, administrative procedures, collective bargaining agreements, accreditation requirements, and established College processes.

Operational bodies are established according to the College's administrative and institutional needs. They may take several forms:

Council:

Councils are bodies representing functional areas, offering guidance to their respective vice president or dean.

Committee:

Committees have a defined purpose within a specific scope of responsibility.

Steering Committee:

Steering committees oversee and direct large-scale initiatives, sometimes having authority over other committees.

Advisory Committee:

Advisory committees provide consultative and technical assistance to program/department staff.

Ad Hoc/Task Force:

Ad hoc and task forces are task-oriented groups, serving as working units with membership drawn from across the college. They usually have a limited existence.

Work Group:

Work groups have a more constrained assignment scope and membership, often confined to a specific department, initiative, or program. Like ad hoc/task forces, they typically have a limited duration.

Constituency Representation and Participation in Governance

Victor Valley College is led by the Superintendent/President. To support an effective, inclusive, and transparent recommendation- and decision-making process, the Superintendent/President seeks input and feedback from the College's constituencies through the participatory governance system.

The constituencies participating in governance include:

- Students, represented by the Associated Student Body;
- Classified professionals, represented through the California School Employees Association;
- Faculty, represented by the Academic Senate in academic and professional matters;
- Full-time (VVCFA) and part-time (AFT) faculty bargaining-unit representatives, who contribute the perspectives of their respective memberships where designated within the participatory governance structure; and
- Managers and administrators, represented through the Management Team and Senior Staff.

Each constituency and representative organization brings a distinct perspective, responsibility, and source of authority to the College's governance process. The following subsections describe how these groups participate in governance, the interests or matters they represent, and how their representatives are selected or appointed to College Council and other participatory governance committees.

Students

The Associated Student Body (ASB) represents the students of Victor Valley College. The ASB Council is composed of elected student leaders who advocate for student interests, coordinate student activities, promote community engagement, and strengthen communication among students, faculty, classified professionals, and administrators.

In accordance with Board Policy 2510, students shall be provided opportunities to participate effectively in the formulation and development of District policies and procedures that have or will have a significant effect on students. The recommendations and positions of the Associated Student Body shall be given every reasonable consideration.

The selection of student representatives to serve on College committees, councils, task forces, and other governance bodies shall be made in consultation with the Associated Student Body and in accordance with the membership established in each body's approved charge.

Classified Professionals

Classified professionals participate in governance through California School Employees Association Chapter 584. Classified professionals contribute their operational knowledge, professional expertise, and perspectives regarding the effects of institutional policies, procedures, plans, and decisions on employees, programs, services, and students.

In accordance with Board Policy 2510, classified professionals shall be provided opportunities to participate in the formulation and development of District policies and procedures that have or will have a significant effect on classified employees. Their opinions and recommendations shall be given every reasonable consideration.

CSEA Chapter 584 selects or appoints classified representatives to College Council and other participatory governance committees when CSEA or classified representation is identified in the body's approved charge.

Faculty

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. Board Policy 4035 goes on to further explain "will rely primarily upon the advice of the Academic Senate:"

For the following items, the Board of Trustees will rely primarily upon the advice of the Academic Senate:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self study and annual reports;
8. Policies for faculty professional development activities;

9. Processes for program review
10. Processes for institutional planning and budget development; and
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

In accordance with Title 5, Section 53203(f), the Academic Senate appoints faculty members to serve on College or District committees, task forces, and other groups addressing academic and professional matters after consultation with the Superintendent/President or designee. This consultation regarding appointments is distinct from collegial consultation on academic and professional matters.

The processes for selecting and appointing faculty representatives to Academic Senate committees, participatory governance committees, task forces, and other College or District bodies are established in the Academic Senate Bylaws. Faculty appointed through these processes represent the Academic Senate and are responsible for maintaining communication with the Senate regarding matters affecting faculty in academic and professional areas.

Faculty Bargaining Units

The Victor Valley College Faculty Association (VVCFA) represents full-time faculty, and the American Federation of Teachers Part-Time Faculty United (AFT) represents part-time faculty in matters within the scope of collective bargaining, including wages, hours, and other terms and conditions of employment.

The bargaining units’ roles are distinct from the Academic Senate’s responsibility for representing faculty in academic and professional matters. VVCFA and AFT participate in the College’s governance and committee structure when bargaining-unit representation is established by an applicable collective bargaining agreement, an approved committee charge, or both.

Each bargaining unit selects or appoints its representatives in accordance with its established procedures and any applicable collective bargaining agreement. VVCFA has designated representation on the Distance Education Advisory Committee and the Environmental Health and Safety Committee, as provided in the applicable committee charges and agreements. VVCFA and AFT also appoint representatives to College Council and any other College or District body for which representation from their respective bargaining units is required or authorized.

Managers and Administrators

Managers and administrators contribute institutional, programmatic, fiscal, regulatory, and operational expertise to the participatory governance process. They are responsible for evaluating how recommendations align with the College’s mission, strategic priorities, legal and regulatory obligations, available resources, and operational needs.

Managers and administrators participate through representation from the Management Team and Senior Staff. Their representation on College Council and other participatory governance committees is established through the approved charge of each body. Representatives are selected or appointed through the applicable administrative process.

Participatory Governance Standards, Roles, and Responsibilities

Effective participatory governance depends on consistent practices, clearly defined responsibilities, and an environment in which all members can contribute meaningfully. Because differences in position, authority, and experience may influence participation, governance bodies must intentionally promote equity, inclusion, collegiality, and respect. All participants share responsibility for engaging constructively, listening to diverse perspectives, and remaining focused on their governance body's charge and the College's commitment to student success.

This section establishes the standards, practices, roles, and responsibilities that support effective participatory governance at Victor Valley College. The following subsections address meeting conduct, preparation and management, consensus-building, documentation and communication, and the responsibilities of committee chairs, members, guests, advocates, and note takers. These provisions apply to College Council and participatory governance committees and, where applicable, provide guidance for operational committees and bodies.

Meeting Standards

In participatory governance, a high level of collegiality, respect, and civility is expected. Those expectations include the following:

During council/committee meetings, there is no hierarchy based on position. Every voice, students, classified professionals, faculty, and administrators is valued and treated with respect. Participants are regarded as equals both across and within constituencies. To ensure effective communication:

- Speakers will be given the floor one at a time without interruption.
- Moments of silence will be observed for thoughtful consideration of diverse viewpoints.
- Mindful of fostering inclusivity, members should be conscious of their speaking frequency and duration.
- Active engagement and constructive contributions to discussions are expected. Members are encouraged to challenge ideas, not individuals. Respectful and civil conduct is paramount in comments, responses, and body language.
- Listening attentively and focusing on the merits of statements, coupled with a genuine effort to understand others' concerns, is emphasized. Council or committee members are urged to seek clarification through questions.
- Acknowledging the right to disagree, members are responsible for presenting alternatives that address individual and collective interests. Language in discussions should be mindful, favoring "I" statements over "they" attributions, and adopting an asset-minded approach that emphasizes solutions rather than a deficit-minded one focusing on obstacles.

Additionally:

- Council or committee members should be cognizant of their committee's purpose and responsibilities.
- If issues arise that fall outside the committee's charge, the (co)chair will identify the appropriate leadership for review and forward the matter for consideration.

Meeting Management

This section outlines the organization of governance meetings, detailing the straightforward process of applying consensus decision-making to deliberations, defining the roles of chairs and participants, and presenting strategies for effective record-keeping and communication.

Meetings serve as the primary means for convening governance groups. Ensuring their effectiveness involves careful consideration of agendas, active participation, and documentation of topics and outcomes. Best practices for agenda design include:

Preparation: Develop agendas in advance using readily available templates that are accessible online and in print. Agendas must be posted in Diligent before the meeting.

Alignment with Committee Charge: Remember that agendas should align with the committee's charge.

Prioritization: Focus on prioritized issues, considering both the committee charge and the timing within the academic year.

Balance: Maintain a balance between agenda items and available meeting time.

Presentation vs. Discussion: Thoughtfully balance presentation and discussion, framing discussions with well-designed questions.

Facilitation: Provide questions for discussion to elicit focused participatory input, going beyond merely framing content by topic.

Documentation: Record key findings, recommendations, decisions, and commitments using accessible meeting-minutes templates. Approved minutes must be posted in Diligent to ensure transparency and public access.

Summary Time: If possible, reserve time at the end of meetings to collectively summarize action/information items. Discuss what constituency representatives should take to their groups for further discussion and the information the committee expects in return.

Consistent use of these practices helps ensure that governance meetings are purposeful, organized, transparent, and conducive to meaningful participation and outcomes.

Committee Roles and Responsibilities

Role of the Committee Co-Chairs

Committee Chair(s) will be appointed by the Superintendent/President. Chair(s) appointed, who are a part of the Academic Senate, CSEA, ASB, VVCFA, or Management, shall be appointed in consultation with that constituency. Committee co-chairs are responsible for guiding the committee’s work in accordance with its Superintendent/President-approved charge and the governance standards established in this handbook. Working collaboratively, the co-chairs develop meeting agendas, provide members with relevant materials, facilitate informed discussion, encourage equitable participation, and guide the committee toward consensus. They ensure that meetings remain focused on the committee’s purpose, responsibilities, annual goals, and contributions to the College's mission, strategic priorities, commitment to equity, and student success.

At the beginning of each academic year, the co-chairs provide committee members with training on the committee's approved charge, the roles and responsibilities of its members, and the College's participatory governance structure and recommendation pathway. This training ensures that members understand the committee's purpose, how its work connects to the broader governance system, and their individual and collective responsibilities within that system. Co-chairs also provide orientation to members appointed after the beginning-of-year training.

The co-chairs are responsible for ensuring that all meeting agendas are posted publicly through Diligent sufficiently in advance of the meeting and in accordance with the timelines established in this handbook. They work with the committee's note taker to ensure that agendas, minutes, attendance records, recommendations, supporting materials, and follow-up actions are accurately documented and distributed. The co-chairs also clarify the intended outcome of each agenda item, assign and monitor action items, and ensure that committee recommendations are clearly documented and forwarded through the established recommendation pathway.

Committee co-chairs are required to attend each College Council meeting and provide an update on the committee's work, including its current priorities, progress, recommendations, and matters requiring coordination or Council consideration. They are also responsible for communicating relevant direction and information from College Council back to the committee.

Although the co-chairs provide leadership and structure, they do not exercise unilateral decision-making authority over matters assigned to the committee. Their role is to support an inclusive and productive governance environment in which members can fulfill the committee's approved charge and contribute meaningfully to institutional decision-making.

Role of the Voting Committee Member

Effective participatory governance relies on a shared understanding of the committee's purpose and goals, with all members actively contributing ideas, practicing attentive listening, and committing to principles of equity, civility, mutual respect, and collegial behavior. This inclusive approach fosters governance outcomes that consider diverse perspectives, thereby enhancing the leadership capabilities of Victor Valley College.

To achieve this, committee members should prioritize consensus-building over maintaining specific positions. Transparent dialogue is crucial for facilitating clear communication and understanding among all members. Attendance, preparation, and completion of assigned tasks are essential for active participation, ensuring that meetings are productive and informed.

The College's participatory governance system seeks to reach decisions and recommendations through consensus. Standing committees and the College Council engage in discussion and deliberation with the goal of reaching consensus among members. All members, whether voting or non-voting, may participate fully in discussions and contribute to the consensus-building process.

When consensus cannot be reached, the matter will be decided by a vote. Only designated voting members may vote, and the position receiving a majority of the votes cast by voting members present will prevail.

In cases where a voting member representing a constituency is absent, it is the member's responsibility to arrange for an authorized alternate. Alternates may participate in discussion and vote on behalf of the absent member. College Council permits a maximum of two alternate members from each constituency group per meeting. Constituency representatives are responsible for keeping their alternates informed of agenda items, group discussions, and other relevant committee or Council matters and must notify the Co-Chairs of any planned absence and the alternate who will serve in their place. Voting members who are absent more than three times a year may be removed by the Superintendent/President.

Role of the Constituency Member

Constituency members representing students, classified professionals, faculty, or management play a crucial role in the participatory governance process. As representatives of their entire constituency, these appointed members bring valuable viewpoints, experiences, context, and institutional memory to the discussions.

In their role as constituency group representatives, they advocate for the collective interests of their group rather than expressing personal views, representing a specific department or program, or aligning with a particular division. While there is no requirement for constituency representatives to share a singular perspective or vote uniformly on committees or the College Council, they are chosen by their respective leadership groups to represent the broader interests of their entire constituency. These representatives bear the responsibility of relaying information back to their groups and ensuring effective two-way communication between participatory governance bodies and their constituency.

Role of the Alternate Member

When a constituency group representative anticipates their absence from a committee or College Council meeting, they are responsible for arranging alternate representation. It is incumbent upon the absent representative to communicate the committee's agenda, discussions, and action items to the designated proxy member. Simultaneously, the alternate assumes the responsibility of gaining a comprehensive understanding of the upcoming committee or council meeting, ensuring adequate meeting preparation, and arriving punctually.

Role of the Advocate

An advocate is appointed to a committee or council based on their expertise and/or official position pertinent to the committee's work. The advocate's primary role is to offer advice and guidance to ensure all committee members possess a comprehensive understanding of the topic at hand. Advocates hold full membership status and retain the right to vote.

Role of the Note Taker

Every participatory governance committee or council must designate a note taker responsible for documenting discussions, conclusions, and promptly distributing agenda and meeting minutes. Typically, the executive or administrative assistant for the permanent administrative co-chair assumes this role.

Note takers are ineligible to concurrently serve as committee/council members or alternates. In the event of their absence, the note taker or co-chairs must identify a suitable substitute who is not already a committee member.

Role of the Meeting Guest

There are three categories of guests permitted at participatory governance committee or council meetings:

1. Experts invited by advocates, co-chairs, or committee/council members to provide specialized knowledge.
2. Individuals wishing to make statements during open comment.
3. Observers attending the open meeting.

Guests do not possess voting privileges and may only comment when invited, specifically on the agenda item related to their expertise or during the open comment period. All meeting guests are expected to be respectful, minimize disruptions when entering or leaving, and restrict their comments to the agenda items unless participating in open comment.

Consensus and Recommendation-Making

Consensus is a general state of agreement reached through dialogue, thoughtful consideration of differing perspectives, and a good-faith effort to address shared concerns. It is not merely a simple majority opinion. Recommendations should be developed through consensus whenever possible, incorporate an equity perspective, and remain focused on student outcomes.

All members, particularly chairs and co-chairs, are expected to make good-faith efforts to understand and address participants' concerns before seeking agreement or concluding discussion regarding a recommendation or future action.

When consensus cannot be reached, the matter will be decided by a vote. Only designated voting members may vote, and the position receiving a majority of the votes cast by voting members present will prevail.

In cases where a voting member representing a constituency is absent, it is the member's responsibility to arrange for an authorized alternate. Alternates may participate in discussion and vote on behalf of the absent member. College Council permits a maximum of two alternate members from each constituency group per meeting. Constituency representatives are responsible for keeping their alternates informed of agenda items, group discussions, and other relevant committee or Council matters and must notify the Co-Chairs of any planned absence and the alternate who will serve in their place.

Recommendations from standing committees progress to College Council and, from there, to the Superintendent/President. The Superintendent/President is responsible for the final decision and indicates whether the recommendation is accepted, modified, or rejected on the Victor Valley College, *College Council Recommendation Cover Sheet* (Appendix A).

College Council Recommendations: Superintendent/President's Review, Decision, and Response Process

1. Submission to the President's Office

After the College Council approves an item, the College Council Executive Assistant emails the approved College Council recommendation, along with the signed *College Council Recommendation Cover Sheet (Appendix A)*, to the Superintendent/President, and cc's their Senior Executive Assistant for any of the following:

- Administrative Policy (AP)
- Institutional Standard
- Resolution (only if the resolution has a request of the President)

Note: The email must include a Word document utilizing tracked changes indicating any modifications made to Administrative Policies or Institutional Standards, along with the College Council approval date included in the footer, for example:

Approved by College Council: April 1, 2026
Approved by Superintendent/President:

2. Presidential Review and Routing

Upon receipt, the President reviews the recommendation and seeks any clarification or input from the respective Vice President (VP) if necessary.

3. Superintendent/President's Decision

The Superintendent/President will determine whether the recommendation is accepted, modified, or rejected.

a. Accepted (Approved as Submitted)

- The President signs the *College Council Recommendation Cover Sheet*
- The Senior Executive Assistant emails the College Council Executive Assistant and cc's the President, attaching:
  - The signed cover sheet, and
  - The approved Administrative Policy, Institutional Standard, or Resolution.
- All documents are uploaded and saved in the designated shared folder by the Senior Executive Assistant

b. Rejected

- The Senior Executive Assistant emails the College Council Executive Assistant, cc'ing the President, notifying them of the denial
- The email includes:
  - The signed *College Council Recommendation Cover Sheet* with an explanation as to why it was denied
  - The associated policy, standard, or resolution
- All documents are uploaded and saved in the designated shared folder by the Senior Executive Assistant.

c. Modified (Approved with Revisions)

- The President signs the *College Council Recommendation Cover Sheet*

- The Senior Executive Assistant emails the College Council Executive Assistant and cc's the President, attaching:
  - The signed cover sheet,
  - A revised version with modifications in red, and
  - A clean final copy of the policy, standard, or resolution approved by the President.
- All materials are uploaded and saved in the designated shared folder by the Senior Executive Assistant

4. Posting Approved Administrative Policies to the Website

For approved Administrative Policies (APs):

- The Senior Executive Assistant emails the approved APs to the President's Executive Assistant.
- The President's Executive Assistant uploads the APs to the college website.
- Once uploaded, the Executive Assistant notifies the:
  - President
  - College Council Executive Assistant

5. Communicate Operational Change

- The College Council Executive Assistant will notify the co-chairs and the submitter that the AP has been approved by the Superintendent/President and posted to the college website.

Academic Senate Recommendations: Superintendent/President's Review, Decision, and Response Process

1. Submission to the President's Office

After the Academic Senate approves an item, the Academic Senate President emails the approved Academic Senate recommendation, along with the signed *Academic Senate Recommendation Cover Sheet (Appendix B)*, to the Superintendent/President and cc's their Senior Executive Assistant, for any of the following:

- Administrative Policy (AP)
- Institutional Standard
- Resolution (only if the resolution has a request of the President)

Note: The email must include a Word document utilizing tracked changes indicating any modifications made to Administrative Policies or Institutional Standards.

2. Presidential Review and Routing

Upon receipt, the President reviews the recommendation and seeks any clarification or input from the respective Vice President (VP) if necessary.

3. Superintendent/President's Decision

The Superintendent/President will determine whether the recommendation is accepted, modified, or rejected.

a. Accepted (Approved as Submitted)
- The President signs the *Academic Senate Recommendation Cover Sheet*
- The Senior Executive Assistant emails the Academic Senate President and cc's the President and respective Vice President, attaching:
    - The signed cover sheet, and
    - The approved Administrative Policy, Institutional Standard, or Resolution.
- All documents are uploaded and saved in the designated shared folder by the Senior Executive Assistant.

b. Rejected
- The Senior Executive Assistant emails the Academic Senate President, cc'ing the President and the respective Vice President, notifying them of the denial.
- The email includes:
    - The signed cover sheet with an explanation as to why it was denied
    - The associated policy, standard, or resolution.
- All documents are uploaded and saved in the designated shared folder by the Senior Executive Assistant.

c. Modified (Approved with Revisions)
- The President signs the District Recommendation Cover Sheet.
- The Senior Executive Assistant emails the Academic Senate President and cc's the President and respective Vice President, attaching:
    - The signed cover sheet,
    - A revised version with modifications in red, and

        - A clean final copy of the policy, standard, or resolution approved by the President.
    - All materials are uploaded and saved in the designated shared folder by the Senior Executive Assistant.

4. Posting Approved Administrative Policies to the Website

For approved Administrative Policies (APs):

- The Senior Executive Assistant emails the approved APs to the President's Executive Assistant.
- The President's Executive Assistant uploads the APs to the college website.
- Once uploaded, the Executive Assistant notifies the:
    - President
    - Respective Vice President
    - Academic Senate President

5. Communicate Operational Change

The Academic Senate Secretary submits any approved Administrative Policies, Institutional Standards, and/or Resolutions to College Council following the established College Council agenda item process. This step fulfills the District's requirement to report on operational and/or institutional improvements, including the reasons for and results of changes made. The Senate, if necessary, will share any operational changes to the respective Senate committee.

Participatory Governance Committee Charges and Membership

As described in the preceding sections, Victor Valley College's participatory governance structure provides a formal process through which students, faculty, classified professionals, and administrators contribute to institutional planning and decision-making. Participatory governance committees support this process by examining matters within their assigned areas, engaging constituent perspectives and subject-matter expertise, and developing recommendations through the College's established recommendation pathway.

Each committee operates under a charge approved by the Superintendent/President that defines its purpose, scope of responsibility, membership, reporting relationship, and role within the participatory governance structure. Together, these charges clarify how the committees' work supports coordinated institutional decision-making and advances the College's mission, strategic priorities, commitment to equity, and student success.

Committee members are expected to fulfill their respective charges in accordance with the governance standards, roles, and responsibilities established earlier in this handbook.

The participatory governance committee charges included in this section are listed below:

- Budget Committee
- Caring Campus Committee
- Distance Education Advisory Committee
- Diversity, Equity, Inclusion, Accessibility and Anti-Racism Committee
- Employee Professional Development Committee
- Environmental Health & Safety Committee
- Equal Employment Opportunity Committee
- Facilities Committee
- Institutional Effectiveness Committee
- Strategic Enrollment Management Committee
- Student Equity and Achievement Committee
- Technology Committee

Budget Committee

1. **Charge**
   The Budget Committee (BC) serves as a forum for discussion, review, and advice on planning and budgetary matters to ensure that fiscal decisions reflect the voice of the campus community and align with the College's mission, vision, long-term goals, and strategic planning priorities. The Committee reviews the development of the annual budget and budget calendar; conducts ongoing reviews of restricted and unrestricted budget updates and timelines; consults on the creation and implementation of the College's Tier III resource request augmentation rubric; and reviews, rates, and discusses division-level prioritized resource requests.

2. **Composition**
   Committee Membership:
   Voting Members with approval from the Superintendent/President –
   6 appointees

Position	Recommending Body	#	Role
Vice President of Admin. Services	Administration	1	Co-Chair
Academic Senate President or designee	Academic Senate	1	Co-Chair
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	Member
Classified Staff Representative	CSEA	1	Member
Manager/Administrator Representative	Management Team	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member as appointed by the Superintendent/President –
   4 appointees

Position	Recommending Body	#	Role
Administrative Services Representative	Administration	1	Member
Program Review Coordinators	Program Review	1	Member
Instructional Program Review Facilitator	Instructional Program Review	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**
   - **I.** Appointed members are to serve for two (2) years.
   - **II.** Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the BC who the alternate will be and when they will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. **Objectives and Operating Process**
   - **I. Procedures**
     - i. Continuously reviews the Annual Budget and Budget Calendar per the budget timeline.

ii. Within the Program Review cycle, BC receives prioritized resource requests from Tier II and assesses the requests using the BC rubric. Once resource requests are assessed and ranked, the prioritizations are forwarded to the President/ Superintendent for final review, no later than June 1st.
iii. Following a cycle, BC is provided with the final list of prioritized resource requests to analyze outcomes and further improve its rubric for assessing requests.
iv. The above aligns with Administrative Policy 6200

II. Meeting

i. Meetings are held on the second Tuesday of every month during the primary terms from 10:00 - 11:00 AM.
ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
iii. Meetings will be held in Building 10. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
iv. Alternate dates and times may be scheduled as needed.

5. Committee Recommendations and Reporting or Advisory Role and Recommendations

The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Caring Campus Committee

1. **Charge**
   The Caring Campus Committee is a participatory governance committee that promotes and supports the Caring Campus behavioral commitments adopted by faculty and classified professionals to strengthen student success initiatives at Victor Valley College. The committee fosters a campus-wide culture of connectedness, belonging, and engagement among administrators, managers, faculty, classified professionals, and students.

   The committee supports the implementation and alignment of Caring Campus and 5-Star Student Experience practices across all student interaction modalities, including in-person, phone, virtual, and email communication. This support is demonstrated by modeling behavioral commitments, celebrating successes, and staying connected across classifications. The committee also promotes professional development, communication, recognition, and assessment activities that advance a culture of care and belonging across the college.

2. **Composition**
   Committee Membership:
   Voting Members with approval from the Superintendent/President –
   12 appointees

Position	Recommending Body	#	Role
Classified Staff Representative	Appointed by Superintendent	1	Co-Chair
Management, Faculty, or Classified	Appointed by Superintendent	1	Co-Chair
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	Member
Classified Staff Representative	CSEA	1	Member
Classified Staff Representative	Appointed by Superintendent	4	Member
Manager/Administrator Representative	Management Team	1	Member
Executive Assistant or Sr. Executive Assistant	Administration	1	Member
Faculty Ram Coach	Administration	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member as appointed the Superintendent/President –
   6 appointees

Position	Recommending Body	#	Role
Celebration Team Members	Administrative Services	5	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**
   I. Appointed members are to serve for two (2) years.
   II. Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the Caring Campus who the alternate will be and when they will be attending in the appointed member’s place. Each appointed member is responsible

for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. **Objectives and Operating Process**

   I. **Procedures**

      i. Provide a forum for discussing Caring Campus Behavioral Commitments to support managers, faculty, classified and student leaders' needs.
      ii. Support, advocate, advertise training and professional development for faculty and staff related to Caring Campus Behavioral Commitments, and customer service.
      iii. Conduct periodic surveys of managers, faculty and staff about the satisfaction level Caring Campus knowledge, training, events, and resources that support serving students.
      iv. Conduct and analyze periodic surveys of student experiences satisfaction level of services provided within an office/service department.
      v. Identify employee and student celebrations across campus.
      vi. Support Caring Campus Certification by collecting documentation of current caring campus work.

   II. **Meeting**

      i. Meetings are held on the first and third Friday of every month during the primary terms from 3:00 – 4:00 PM.
      ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
      iii. Meetings will be held in Building 55, Conference Room with a Zoom option. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
      iv. Alternate dates and times may be scheduled as needed.

5. **Decision Making/Recommendations**

   The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Distance Education Advisory Committee

1. **Charge**
   The Distance Education Advisory Committee (DEAC) is a participatory governance body responsible for the research, review, planning, and strategic implementation of policies, practices, and initiatives that support high-quality distance education at Victor Valley College. The committee ensures the quality and effectiveness of Distance Education across Online, Hybrid, Hy-flex, and Remote instructional modalities in alignment with the Victor Valley College Educational Master Plan (EMP). DEAC promotes best practices in online instruction by supporting faculty certification, coordinating professional development and training for online teaching, and advancing continuous improvement in distance education.

   DEAC also informs administrators and faculty about state and district policies related to online education and serves as an advisory body to the College Council on matters concerning distance education. The committee develops and reviews guidelines that establish standards and best practices for online teaching and learning and supports initiatives that improve instructional quality, including online course quality improvement efforts and Peer Online Course Review processes.

2. **Composition**
   Committee Membership:
   Voting Members with approval from the Superintendent/President –
   8 appointees

Position	Recommending Body	#	Role
Dean of BLAR	Administration	1	Co-Chair
Academic Senate President or designee	Academic Senate	1	Co-Chair
Student Representative	ASB Council	1	Member
Faculty Representative	VVCFA	2	Member
Classified Staff Representative	CSEA	1	Member
Manager/Administrator Representative	Management Team	1	Member
Academic Senate Representative	Academic Senate	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member as appointed by the Superintendent/President –
   2 appointees

Position	Recommending Body	#	Role
Learning Management System Administrator	Administration	1	Member
Chief Information Officer or Designee	Administration	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**
   I. Appointed members are to serve for two (2) years.
   II. Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the DEAC who the alternate will be and when s/he will be attending in the appointed member’s place. Each appointed member is responsible for

maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. **Objectives and Operating Process**
   - I. **Procedure**
     - i. Providing a forum for discussing online instructional issues and faculty support and student online learning resource needs.
     - ii. Directing faculty to resources supporting best practices in pedagogy and legal mandates in distance education.
     - iii. Providing DE Program Total Quality Improvement recommendations.
     - iv. Conducting periodic surveys of faculty and students about the satisfaction level of online classes.
   - II. **Meeting**
     - i. Meetings are held on the third Friday of every month during the primary terms from 2:00 – 3:00 p.m.
     - ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
     - iii. Meetings will be held in Bldg. 55 conference room. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
     - iv. Alternate dates and times may be scheduled as needed.

5. **Committee Recommendations and Reporting**

   The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Diversity, Equity, Inclusion, Accessibility and Anti-Racism Committee

1. **Charge**

   The Diversity, Equity, Inclusion, Accessibility, and Anti-Racism (IDEAA) Committee leads efforts to advance equity and social justice across Victor Valley College by identifying and addressing structural barriers that impact students and employees. The committee supports inclusive policies, promotes meaningful campus dialogue on issues such as racism and bias, and fosters engagement through professional development, training, and cultural initiatives. It also provides recommendations to College Council to ensure alignment with the college's vision, mission, and Educational Master Plan.

2. **Composition**

   Committee Membership:

   Voting Members with approval from the Superintendent/President –
   10 appointees

Position	Recommending Body	#	Role
Director Academic Success and Equity Programs	Administration	1	Co-Chair
Academic Senate President or designee	Academic Senate	1	Co-Chair
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	Member
Classified Staff Representative	CSEA	1	Member
Manager/Administrator Representative	Management Team	1	Member
Faculty Assessment	Administration	1	Member
Tutoring and Academic Support	Administration	1	Member
Human Resources	Administration	1	Member
Counseling	Administration	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member as appointed by the Superintendent/President –
   4 appointees

Position	Recommending Body	#	Role
Guided Pathways Representative	Administration	1	Member
Community Representative	Administration	1	Member
Advocate	Administration	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**

   I. Appointed members are to serve for two (2) years.

   II. Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the IDEAA who the alternate will be and when s/he will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. Objectives and Operating Process

I. Procedures

i. IDEAA committee serves as an advisory group to the Superintendent President and SEAC through college council.
ii. The Committee meets monthly to discuss and make recommendations for institutional action planning, events, policies, and procedures supporting diversity, equity, and inclusion.
iii. The committee creates a plan for systems change and guides the college's diversity, equity, inclusion, and antiracism work.
iv. The committee recommends IDEAA plans and informs Academic Senate (Instructional/Non-Instructional Program Review Committee) for implementation considerations into the program review processes and evaluations.
v. Committee collaborates with the CTA diversity and inclusion committee to plan annual activities, prioritize areas of impact, and develop areas of foci.
vi. IDEAA committee identifies gaps in policies and structures that inhibit personnel growth and development.
vii. IDEAA committee plans and implements cultural competency training, workshops, and professional development opportunities.

II. Meeting

i. Meetings are held on the second Tuesday of every month during the primary terms from 3:00 – 4:00 PM.
ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
iii. Meetings will be held in Building 55, Conference Room. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
iv. Alternate dates and times may be scheduled as needed.

5. Committee Recommendations and Reporting

The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Employee Professional Development Committee

1. **Charge**
The Employee Professional Development Committee (EPDC) advises and supports the identification of training opportunities that promote the professional growth and development of district employees. The committee provides and approves collegial learning opportunities that foster innovation in teaching and learning, advance technology, and strengthen communication, teamwork, and collective agency.

In collaboration with the Vice President of Human Resources, the EPDC identifies the professional learning needs of campus constituency groups and develops processes for selecting and approving professional development opportunities.

The EPDC establishes criteria and evaluates applications for training, travel, and conference requests, while monitoring the use of professional development funding. The committee also assists with promoting activities and events on the college website, provides support to the professional development faculty coordinator and staff, and oversees Victor Valley College's Digital Badging program.

2. **Composition**
Committee Membership:
Voting Members with approval from the Superintendent/President –
10appointees

Position	Recommending Body	#	Role
Administrator, Faculty or Classified	Appointed by the President	1	Co-Chair
Administrator, Faculty, or Classified	Appointed by the President	1	Co-Chair
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	Member
Classified Staff Representative	CSEA	1	Member
AFT Representative	AFT	1	Member
Manager	Management	1	Member
Faculty Professional Development Coordinator	Administration	1	Member
Distance Education Coordinator	Administration	1	Member
Vice President of Human Resources - Advocate	Administration	1	Member
Others Appointed by Superintendent/President	Administration		Member

Non-Voting Member as appointed by the Superintendent/President –
2 appointees

Position	Recommending Body	#	Role
IT Representative	Administration	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**
   I. Appointed members are to serve for two (2) years.
   II. Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the EPDC who the alternate will be and when s/he will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. **Objectives and Operating Process**
   I. **Procedures**
      i. **i. EPDC serves as an advisory group to the Vice President of Human Resources and informs the Professional Development plan for the college.**
      ii. The Committee meets monthly to discuss upcoming professional development opportunities (including trainings, webinars, conferences, etc.) and reviews professional development funding requests.
      iii. The Committee develops a process for applying for and approving professional development funds as well as promoting professional development opportunities.
      iv. In collaboration with Institutional Effectiveness, the committee informs the development of biannual professional development surveys and identifies gaps in skills, knowledge, policies and structures that inhibit personnel growth and development.
      v. Provides oversight of Victor Valley College Digital Badging.
      vi. Collaborates with the VP of HR to review and recommend budget and budget augmentations.
   II. **Meeting**
      i. Meetings are held on the fourth Wednesday of every month during the primary terms from 1:30pm – 2:30pm.
      ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
      iii. Meetings will be held in Bldg 55 Conference room. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
      iv. Alternate dates and times may be scheduled as needed.

5. **Committee Recommendations and Reporting**
   The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Environmental Health & Safety Committee

1. **Charge**
   The Environmental Health and Safety Committee (EH&SC) serves as an advisory body dedicated to promoting a safe, healthy, and environmentally responsible campus. The committee provides a forum for the review, development, and ongoing improvement of environmental health, workplace safety, and emergency preparedness plans.

   The EH&SC monitors compliance with applicable regulations and standards and supports campus-wide education, awareness, and planning efforts. Through these activities, the committee helps ensure a safe and supportive learning and working environment for the entire college community.

2. **Composition**
   Committee Membership:
   Voting Members with approval from the Superintendent/President –
   7 appointees

Position	Recommending Body	#	Role
Chief of Police	Administration	1	Co-Chair
Academic Senate President or Designee	Academic Senate	1	Co-Chair
Faculty Representative	Academic Senate	1	Member
Student Representative	ASB Council	1	Member
Faculty Representative	VVCFA	1	Member
Classified Staff Representative	CSEA	1	Member
Manager/Administrator Representative	Management Team	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member as appointed by the Superintendent/President –
   1 appointee

Position	Recommending Body	#	Role
Notetaker	Administration	1	Member

3. **Member Terms and Alternate Responsibilities**
   I. Appointed members are to serve for two (2) years.
   II. Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the EH&SC who the alternate will be and when they will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. **Objectives and Operating Process**
   I. **Procedures**
      i. Environmental Health and Safety Committee ("Committee") serves as an advisory group to the College Council.

ii. The committee meets monthly to review and recommend actions related to campus health, safety, and emergency preparedness, including policies, procedures, and events.

iii. Members may submit observations or concerns for inclusion on the meeting agenda. Each concern is discussed, tracked, and updated at subsequent meetings until resolved. Issues may be addressed by the Committee or referred to the College Council. Subject Matter Experts (SMEs) may be invited to provide guidance on specialized topics.

iv. Committee reviews key safety documents including the Emergency Operations Plan (EOP), Chemical Hygiene Plan (CHP), Workplace Violence Prevention Plan (WVPP), and Illness & Injury Prevention Plan (IIPP). Members provide feedback to improve these plans. Final drafts are approved by the Committee's voting members before being submitted to the College Council for review and approval.

II. Meeting

i. Meetings are held on the first Wednesday of every month during the primary terms from 9:00 – 10:00 AM.

ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.

iii. Meetings will be held in virtual meeting sessions (Zoom). If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.

iv. Alternate dates and times may be scheduled as needed.

5. Committee Recommendations and Reporting

The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council.

Equal Employment Opportunity Committee

1. **Charge**
   The Equal Employment Opportunity (EEO) Advisory Committee serves as an advisory body to the Equal Employment Opportunity Officer and the District, promoting understanding and support of the District's EEO policies and procedures in alignment with state and federal regulations. The Committee monitors progress toward EEO goals and provides recommendations for updates to the EEO Plan as needed.

   In this role, the Committee advises on processes to ensure all employees serving on selection committees receive appropriate training. It also recommends methods for collecting data and conducting periodic, longitudinal analyses of District employees and job applicants. Additionally, the Committee provides guidance on using data to identify underrepresentation within job categories and suggests strategies to address inequities among applicants and employees, supporting the District's commitment to equity and inclusion.

2. **Composition**
   Committee Membership:
   Voting Members with approval from the Superintendent/President –
   7 appointees

Position	Recommending Body	#	Role
Vice President of Human Resources	Administration	1	Chair
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	Member
Classified Staff Representative	CSEA	1	Member
Management	Administration	1	Member
Human Resources Representative (Confidential/Management)	Administration	1	Member
Human Resources representative (Classified Professional)	Administration	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member as appointed by the Superintendent/President –
   2 appointee

Position	Recommending Body	#	Role
Community Representative	Administration	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**
   I. Appointed members are to serve for two (2) years.
   II. Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the EEOC who the alternate will be and when s/he will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. Objectives and Operating Process

I. Procedures

i. The committee serves as an advisory group to the Vice President, Human Resources and informs the District's EEO plan.
ii. The committee will receive training in the state and federal nondiscrimination laws; the identification and elimination of bias in hiring; the educational benefits of workforce diversity; the role of the committee in carrying out the District's EEO plan.
iii. The committee meets monthly to discuss and make recommendations for institutional action planning, events, trainings, and policies and procedures that seek to identify and eliminate bias in hiring and establish the educational benefits of workforce diversity.
iv. The committee evaluates the District's EEO plan on an annual basis to ensure measurable progress is made towards workforce diversity goals.
v. The committee reviews and makes recommendations on the training for selection committees and fair employment representatives.

II. Meeting

i. Meetings are held on the TBD of every month during the primary terms from TBD.
ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
iii. Meetings will be held in TBD. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
iv. Alternate dates and times may be scheduled as needed.

5. Committee Recommendation and Reporting

The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Facilities Committee

1. **Charge**

   The Facilities Committee (FC) is a participatory governance body responsible for identifying and prioritizing capital and scheduled maintenance projects. It serves as a forum for sharing information on facilities projects that are planned or in progress and for discussing campus planning and facilities needs to ensure decisions reflect the voice of the college community.

   Aligned with the College's mission, long-term goals, strategic planning, and budget priorities, the FC reviews and develops the Facilities Master Plan and provides input on the annual five-year capital plan submitted to the state. The committee also monitors space utilization across campus to promote efficiency and effectiveness in supporting instructional and service needs.

   The FC provides guidance, oversight, and, when appropriate, specialized expertise to institutional administration in areas including long-range physical planning, capital renewal and projects, facilities-related policies and procedures, and operations and maintenance. The committee receives updates on construction progress and engages in continuous improvement through regular review and assessment of its processes.

2. **Composition**

   Committee Membership**:**

   Voting Members with approval from the Superintendent/President –
   6 appointees

Position	Recommending Body	#	Role
Vice President Administrative Services	Administration	1	Co-Chair
Academic Senate President or Designee	Academic Senate	1	Co-Chair
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	Member
Classified Staff Representative	CSEA	1	Member
Management	Management Team	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member as appointed by the Superintendent/President –
   4 appointees

Position	Recommending Body	#	Role
Director of Fiscal Services	Administration	1	Member
Maintenance & Operations Manager	Administration	1	Member
DSA Inspector of Record	Administration	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**

   I. Appointed members are to serve for two (2) years.

   II. Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the FC who the alternate will be and when s/he will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. Objectives and Operating Process

I. Procedures

i. Facilities Planning - Facilities Master Plan development and updates; alignment with the Educational Master Plan, Strategic Plan, enrollment projections, and program needs.
ii. Five-Year Capital Planning - Planning-level review and prioritization of proposed state- and locally funded capital projects.
iii. Space Utilization - Review of classroom, laboratory, office, and support space utilization
iv. Health, Safety, and Compliance - ADA accessibility, life-safety, seismic, and regulatory compliance considerations (planning-level).
v. Policies and Procedures - Review of facilities-related Board Policies, Administrative Procedures, and planning frameworks.

II. Meeting

i. Meetings are held on the third Thursday of every month during the primary terms from 1:00pm – 2:00pm.
ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
iii. Meetings will be held in Building 10. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
iv. Alternate dates and times may be scheduled as needed.

5. Committee Recommendations and Reporting

The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Institutional Effectiveness Committee

1. **Charge**
   Consistent with ACCJC standards and established participatory governance practices, the Institutional Effectiveness Committee (IEC) supports the district's ongoing program review and planning processes to guide resource allocation and improve institutional and educational effectiveness. The IEC works collaboratively with the Office of Institutional Effectiveness and Research and the Academic Senate to ensure effective implementation of district policies related to program review, planning, student learning and achievement assessment, and progress toward district goals.

   The IEC reviews and reports on institutional performance measures, providing objective data to support continuous improvement of the college's effectiveness. It also evaluates and recommends enhancements to program review and planning processes to ensure they remain effective and aligned with institutional priorities.

   Additionally, the IEC supports the integrity of participatory governance by promoting standardized practices and monitoring compliance with established committee operations and communication procedures.

2. **Composition**
   Committee Membership:
   Voting Members with approval from the Superintendent/President –
   9 appointees

Position	Recommending Body	#	Role
Associate V.P., Research, Planning & Institutional Effectiveness	Administration	1	Co-Chair
Academic Senate President or Designee	Academic Senate	1	Co-Chair
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	
Senior Research Analyst	Administration	1	Member
Classified Staff Representative	CSEA	1	Member
Management	Management Team	1	Member
Instructional Program Review Coordinator	Administration	1	Member
Student Learning Outcomes Coordinator OR Chair, SLO Assessment Committee Chair	Administration	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member with approval from the Superintendent/President –
   2 appointees

Position	Recommending Body	#	Role
IT Representative	Administration	1	Member
IER Administrative Support	Administration	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**
   - **I.** Appointed members are to serve for two (2) years.
   - **II.** Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the IEC who the alternate will be and when s/he will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. **Operating Procedures**
   - **I. Process**
     - i. IEC serves as an advisory group to the office of Institutional Effectiveness and Research and informs master and strategic planning efforts for the college through the College Council.
     - ii. IEC meets at least monthly to discuss institutional performance indicators, including but not limited to how they are defined, operationalized, analyzed, interpreted, and applied to evaluations about district performance.
     - iii. As requested, IEC informs the development of annual reports to the Board and other public-facing tools that communicate the college's performance on matters of academic quality in compliance with accreditation standards.
     - iv. IEC collaborates with other governance entities to annually assess, evaluate, and improve institutional systems for program review, planning, and participatory governance processes.
   - **II. Meeting**
     - i. Meetings are held on the first Tuesday of every month during the primary terms from 11:00pm – 12:00pm.
     - ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
     - iii. Meetings will be held via Zoom. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
     - iv. Alternate dates and times may be scheduled as needed.

5. **Decision Making/Recommendations**

   The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Strategic Enrollment Management Committee

1. Charge

Consistent with ACCJC standards, the District's participatory governance policy, and established shared governance practices, the Strategic Enrollment Management Committee (SEMC) supports the District's goals related to enrollment, student access, and student success.

The charge of the SEMC is to develop, recommend, and monitor the implementation of the Strategic Enrollment Management Plan (SEMP) in order to improve institutional effectiveness, efficiency, and student outcomes. The committee collaborates with the Office of Instruction, the Academic Senate, and other departments and constituency groups to support the successful implementation of strategic enrollment management initiatives and to monitor progress toward established goals and timelines.

The SEMC provides the college with a Strategic Enrollment Management Plan that outlines key strategies and activities designed to improve institutional efficiency, educational quality, access, inclusiveness, equity, and credential completion. The plan addresses the full student lifecycle—from initial connection with and entry into the college through progression and successful completion of a program of study.

2. Composition

Committee Membership:

Voting Members with approval from the Superintendent/President –
6 appointees

Position	Recommending Body	#	Role
Vice President of Instruction	Administration	1	Co-Chair
Academic Senate President or designee	Academic Senate	1	Co-Chair
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	Member
Classified Staff Representative	CSEA	1	Member
Manager/Administrator Representative	Management Team	1	Member
Others Appointed by Superintendent/President	Administration		Member

Non-Voting Member as appointed by the Superintendent/President –
14 appointees

Position	Recommending Body	#	Role
Associate V.P., Research, Planning & Institutional Effectiveness	Administration	1	Member
Academic Deans	Administration	6	Member
One Department Chair member from each of the schools	Administration	5	Member
Vice President of Student Services or designee	Administrative Services	1	Member
Notetaker	Administration	1	Member

3. Appointees, Alternates, and Term of Appointment

- **I.** Appointed members are to serve for two (2) years.
- **II.** Appointed members are responsible for securing an alternate for the duration of their term,

who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the SEMC who the alternate will be and when s/he will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. Objectives and Operating Process

I. Procedures

i. Develop and periodically update the Strategic Enrollment Management Plan (SEMP).
ii. Recommend enrollment strategies and initiatives that support institutional goals and student success outcomes.
iii. Monitor progress toward established SEMP goals, benchmarks, and timelines.
iv. Review institutional data related to:
    1. enrollment trends
    2. access and equity
    3. retention and persistence
    4. program completion
v. Identify opportunities to improve institutional effectiveness, efficiency, and student outcomes.
vi. Support coordination of enrollment management initiatives across the college.

II. Meeting

i. Meetings are held on the first Friday of every month during the primary terms from 9:00 – 10:30 AM.
ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
iii. Meetings will be held in Building 55, Conference room. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
iv. Alternate dates and times may be scheduled as needed.

5. Committee Recommendations and Reporting

The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of the Strategic Enrollment Management plan. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Student Equity and Achievement Committee

1. **Charge**
   The Student Equity and Achievement Committee is a participatory governance body focused on advancing equitable student outcomes. It regularly reviews disaggregated student success and achievement data to identify equity gaps and monitor progress for disproportionately impacted groups, ensuring that institutional efforts remain data-informed and responsive.

   The committee oversees the development, implementation, and evaluation of the Student Equity and Achievement (SEA) Integrated Plan, ensuring alignment with college priorities. It also recommends collegewide strategies to improve outcomes in access, persistence, completion, transfer, and workforce readiness.
   Additionally, the committee promotes alignment of equity goals across institutional planning and review processes by collaborating with groups responsible for program review, planning, and professional development. It evaluates the effectiveness of equity-focused strategies and recommends improvements to strengthen impact and sustainability.

2. **Composition**
   Committee Membership:
   Voting Members with approval from the Superintendent/President –
   12 appointees

Position	**Recommending Body**	**#**	**Role**
Director of Academic Success and Equity Programs	Administration	1	Co-Chair
Academic Senate President or Designee	Academic Senate	1	Co-Chair
Classified	CSEA	1	Member
Student Representative	ASB Council	1	Member
Faculty Representative	Academic Senate	1	Member
Management	Management Team	1	Member
Executive Director of Instruction	Administration	1	Member
SEA Counselor	Administration	1	Member
Math Lab Facilitator	Administration	1	Member
English Faculty Representative	VVCFA	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member with approval from the Superintendent/President –
   2 appointee

Position	**Recommending Body**	**#**	**Role**
Institutional Effectiveness Representative	Administration	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**
   I. Appointed members are to serve for two (2) years.
   II. Appointed members are responsible for securing an alternate for the duration of their term,

who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the SEAC who the alternate will be and when s/he will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. **Objectives and Operating Process**
   I. **Procedures**
      i. SEAC serves as the advisory group to the SEA integrated plan.
      ii. The committee meets monthly to review current plan outcomes (observations, qualitative and quantitative data) and makes recommendations to the College Council regarding what plan activities are working/are necessary to make a difference for student success in general, and in closing achievement gaps specifically.
   II. **Meeting**
      i. Meetings are held on the third Thursday of every month during the primary terms from 1:30pm – 3:00pm.
      ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
      iii. Meetings will be held via Zoom. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
      iv. Alternate dates and times may be scheduled as needed.

5. **Committee Recommendations and Reporting**
   The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Technology Committee

1. **Charge**
   The Technology Committee is a participatory governance committee responsible for providing guidance on the effective use and advancement of technology across the campus. The committee makes recommendations to enhance, improve, and expand electronic communications for all campus users, ensuring that communication tools remain accessible, efficient, and aligned with institutional needs.

   In addition, the committee recommends policies and procedures related to campus technologies and monitors the adequacy of technology platforms in supporting students, faculty, and staff. It is responsible for developing a comprehensive, campus-wide technology plan and provides ongoing oversight to ensure successful implementation. The Technology Committee also administers the campus-wide IT project list, offering recommendations on project selection and prioritization to the President's Cabinet.

2. **Composition**
   Committee Membership:
   Voting Members with approval from the Superintendent/President –
   7 appointees

Position	Recommending Body	#	Role
Chief Technology Officer	Administration	1	Co-Chair
Academic Senate President or Designee	Academic Senate	1	Co-Chair
Student Representative	ASB Council	1	Member
Management Representative	Management Team	1	Member
Classified Staff Representative	CSEA	2	Member
Faculty Representative	Academic Senate	1	Member
Others Appointed by Superintendent/President	Administration		Member

   Non-Voting Member as appointed by the Superintendent/President –
   3 appointees

Position	Recommending Body	#	Role
Director of Enterprise Applications	Administration	1	Member
Director of Technology Services	Administration	1	Member
Notetaker	Administration	1	Member

3. **Appointees, Alternates, and Term of Appointment**
   - **I.** Appointed members are to serve for two (2) years.
   - **II.** Appointed members are responsible for securing an alternate for the duration of their term, who will be responsible for attending meetings and providing a proxy vote as necessary. The appointed member must notify the Technology who the alternate will be and when s/he will be attending in the appointed member's place. Each appointed member is responsible for maintaining open communication with the alternate as to committee proceedings so the alternate can be an informed participant when necessary.

4. **Objectives and Operating Process**
   - I. **Procedures**
     - i. The Technology committee serves to develop and recommend updates to the Technology Master Plan, including to monitor the adequacy of technology platforms, and provide recommendations to enhance, improve and expand electronic communications to all campus users. All recommendations will be forwarded to the Superintendent/President.
     - ii. The committee meets monthly to review current plan outcomes (observations, qualitative and quantitative data) and makes recommendations to the College Council regarding what technological advances are working/are necessary to make a difference for staff workplace and educational processes and outcomes.
   - II. **Meeting**
     - i. Meetings are held on the second Thursday of every month during the primary terms from 3:00pm – 4:00pm.
     - ii. This Participatory Governance Committee meets during both the Fall and Spring semesters but does not meet during the intersessions.
     - iii. Meetings will be held in Building 21, room 110. If there is a change in location, members will be notified by email and the update will be posted on the governance webpage in advance of the meeting.
     - iv. Alternate dates and times may be scheduled as needed.

5. **Committee Recommendations and Reporting**

   The Committee serves in an advisory capacity and forwards recommendations, reports, and prioritized requests to the College Council and, as appropriate, to the Superintendent/President and/or Superintendent/President's Cabinet. The Committee monitors the implementation and effectiveness of assigned plans and EMP-related goals. Decisions and recommendations are made through consensus whenever possible. When consensus cannot be reached, the matter will be decided by a majority vote of the voting members present. Items requiring higher-level review or approval are referred through the College Council process.

Appendix A: College Council Recommendation Cover Sheet

VICTOR VALLEY COLLEGE - COLLEGE COUNCIL

RECOMMENDATION FORM 2026-2027

College Council Item:
Meeting Date:

Roll Call/ Vote:

		Yes	No	Abstain	Absent
1	McKenzie Tarango (Co-Chair)				
2	Jane Montgomery (Co-Chair)				
3	Monica Martinez - Senior Staff				
4	Oscar Cobian - Senior Staff				
5	Eric Vreeman - Senior Staff				
6	Vacant - Academic Senate				
7	Jacqueline Stahlke - Academic Senate				
8	Vacant - (Alternate) Academic Senate				
9	Vacant - AFT				
10	Vacant - AFT				
11	Vacant - (Alternate) AFT				
12	Lilia Johnson - ASB Representative				
13	Katherine Salazar - ASB Representative				
14	Jeremiah Martinez - Alternate ASB Representative				
15	Kelley Cahow - Educational Managers				
16	Vacant- (Alternate) Educational Managers				
17	Robert Sewell - Classified Managers				
18	Martha Mendez - (Alternate) Classified Managers				
19	Audrey Vaughn - CSEA				
20	Jan Espinoza - CSEA				
21	Michele Laveaux - (Alternate) CSEA				
22	Lorena Ochoa - CTA				
23	April Peck - CTA				

Co-Chairs Disposition of Recommendation: Accept Modified Rejected

Signature of the College Council Co-Chairs: ____________________ **Date:** ____________________

McKenzie Tarango

____________________ **Date:** ____________________

Jane Montgomery

Superintendent/President's Decision: Accepted Modified Rejected Signature of

College President Signature: ____________________ **Date:** ____________________

Notes:

Appendix B: Academic Senate Recommendation Cover Sheet

VVC ACADEMIC SENATE
RECOMMENDATION FORM 2026-2027

Item: ____

Meeting Date: ______________________________________

Area Representatives	Yes	No	Abstain	Absent
Adell, Tim – Arts, Humanities & Design				
Arredondo, Jose – Public Safety				
Dube-Price, Melanie – Counseling				
Gibbs, David - Science, Technology, Engineering, Mathematics				
Gray, Tiana - Health Science				
Hammond-Williams, Heather – Education, Society, & Human Services				
LeMaster, Brian – Part Time Faculty				
Moss, Briana – Part Time Faculty				
Murillo, Leslie – Education, Society, & Human Services				
Nguyen, John - Science, Technology, Engineering, Mathematics				
Noble, Michael - Arts, Humanities & Design				
Olid, Pilar - Science, Technology, Engineering, Mathematics				
Pierce-Brown, Regina - Business, Office Services, Law & Library				
Phillips, Joshua - Arts, Humanities & Design				
Pineda, Ramon - Education, Society, & Human Services				
Record, Manika - Counseling				
Risinger, Katelyn - Science, Technology, Engineering, Mathematics				
Ropeter, Jennifer – Business, Office Services, Law & Library				
Scarborough, Jerid – Skilled Trades				
Shellcroft, Theresa - Part Time Faculty				
Verdiell, Jesus – Public Safety				

Academic Senate Recommendation: ___Accepted ___Modified ___Rejected

Senate President Jane Montgomery: ______________________ **Date:** __________

Superintendent/President's Recommendation: ___Accepted ___Modified ___Rejected

College President Daniel Walden: ______________________ **Date:** __________

Notes: