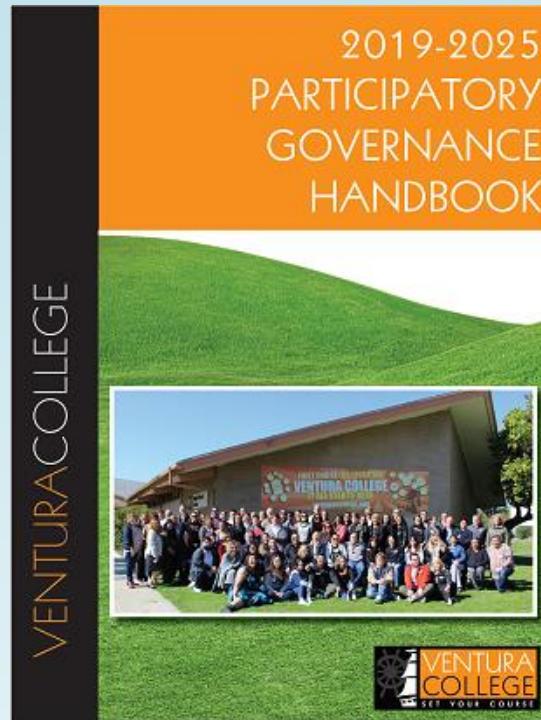


# Committee Chair Training

UPDATED  
2-25-2020

# Participatory Governance Handbook

- Download from the [VC Committees Page](#)



# What is Participatory Governance?

- Process by which faculty, staff, administrators, and students work together to make college decisions
- Each committee and advisory group has a specific charge and focus
- Ideas are discussed, voted upon, and sent to the College President
- College President makes final decision, and communicates it to campus

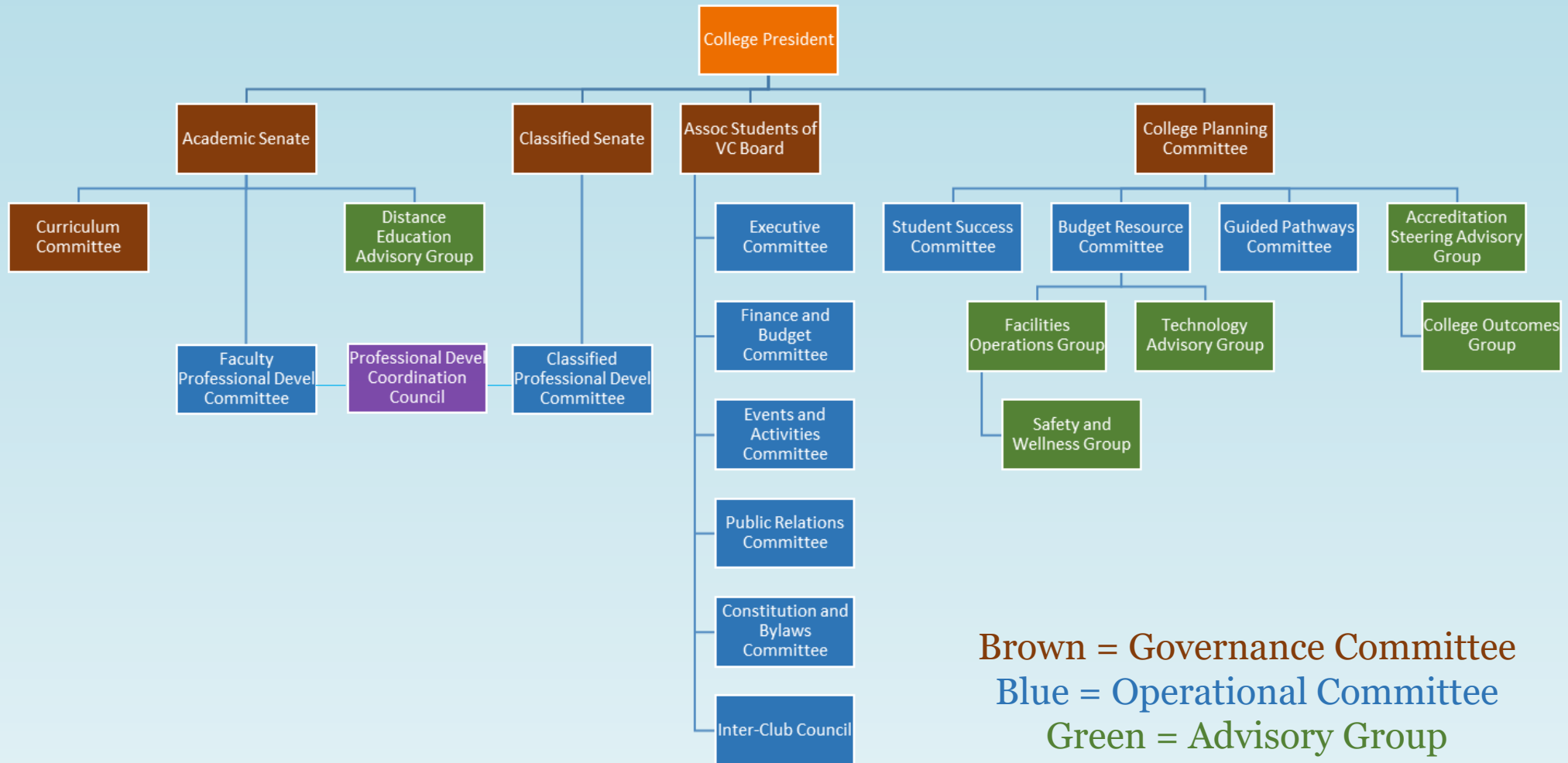
# What is a Committee?

- **Governance Committee** – group with elected and/or appointed membership that makes recommendations directly to the College President. Adheres to Brown Act Standards.
- **Operational Committee** – group with membership appointed by the Senates, ASVC, and College President that makes recommendations to governance committees.

# What is an Advisory Group?

- **Advisory Group** – group with open membership that make recommendations on specific topics to operational or governance committees.
- **Council** – informational/operational group with membership defined by position.
- **Task Force or Ad-Hoc Group** – group created to complete a specific short-term task.

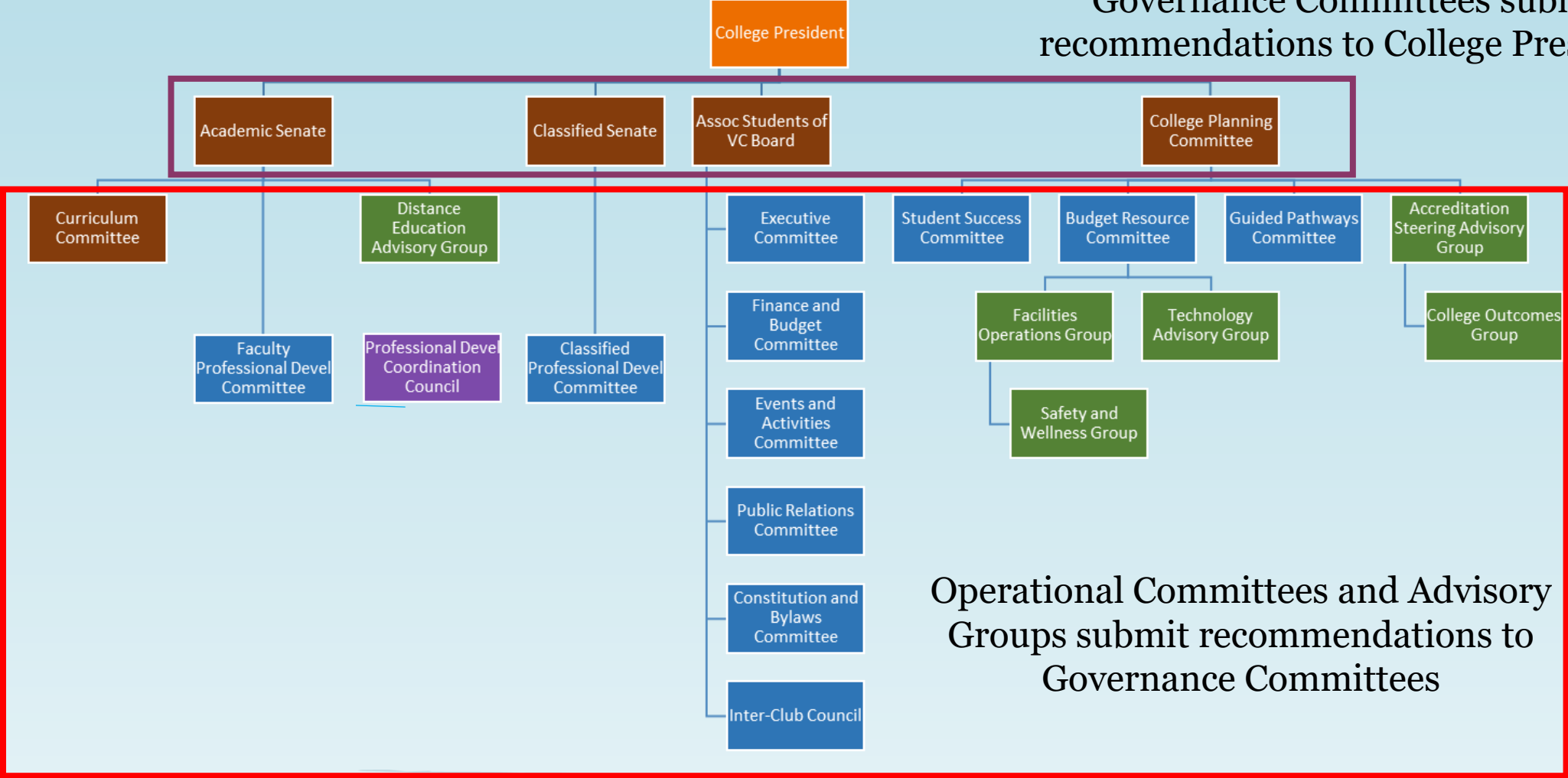
# VC Participatory Governance Structure



**Brown = Governance Committee**  
**Blue = Operational Committee**  
**Green = Advisory Group**  
**Purple = Council**

# Committee Recommendations

Governance Committees submit recommendations to College President



Operational Committees and Advisory Groups submit recommendations to Governance Committees

# Committee Recommendations

- Governance committees make recommendations to the College President
- Recommendation form submitted to President
- College President provides a written response on the form within 30 days





# Agendas and Minutes

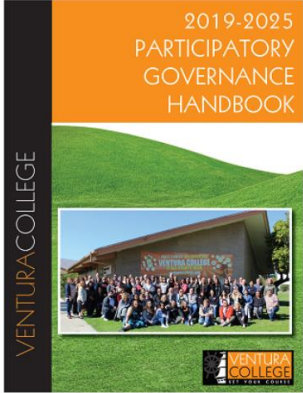
- Standardized templates have been created
- All committees and advisory groups need to use these templates
- Word versions can be downloaded from the VC Committees page

Home » Committees

## Committees

Participatory Governance Handbook

Click the handbook to learn all about VC's committee structure.



Ventura College

### Templates and Forms

- [Download Committee Agenda Template \[Word\]](#)
- [Download Committee Minutes Template \[Word\]](#)
- [Download Form for Governance Committee Recommendation to College President \[Word\]](#)
- [Download Form for Operational Committee or Advisory Group Recommendation to CPC \[Word\]](#)

### Committee Meeting Calendar

Monthly Committee Meetings				
Monday	Tuesday	Wednesday	Thursday	Friday
	12:00-2:00 PM:			

# Required Agenda Items - First Meeting of the Year

- Review the committee charge
  - Changing the committee charge requires approval from the Academic Senate, Classified Senate, College Planning Committee, and College President
- Review prior-year committee goals and evaluation results
- Set goals for the coming year

# Required Agenda Items - Last Meeting of the Year

- Discuss results of the committee evaluation survey
- IE will send survey to committee members, and provide results to chair(s)

# Before Each Meeting

- Prepare a meeting agenda
- Post agenda and prior meeting minutes to committee website 72 hours before each meeting
- Send links to the agenda and prior meeting minutes to all committee members 72 hours before each meeting
  - Send links instead of PDF attachments

# Within One Week After Each Meeting

- Post draft minutes, handouts, and materials on the committee website
- Post final approved minutes from the previous meeting

# During Each Meeting

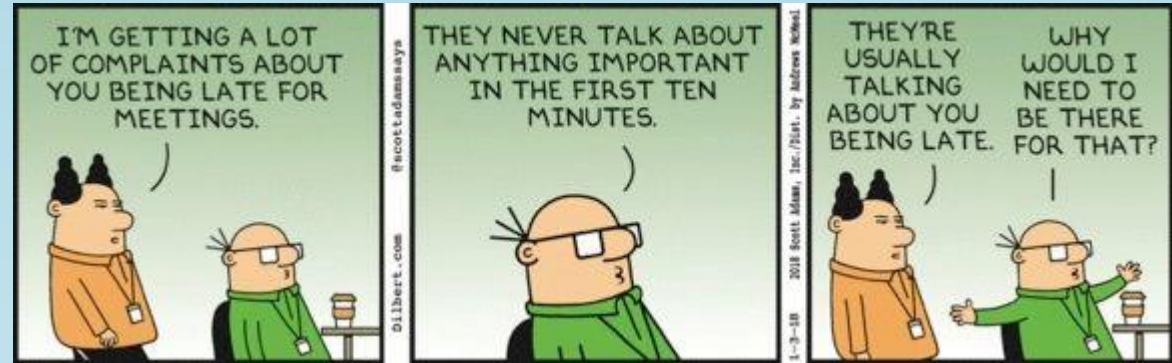
- Facilitate and encourage committee member participation
- Allow for adequate discussion to occur for all action items
- Facilitate voting on action items
- Assign responsibilities for any follow-up needed





# Best Practices

- Begin and end meetings on time
- Ensure all attendees maintain professional and respectful communication
- Acknowledge and accept differences of opinion
- Remind committee to share information with their constituency group(s)
- Conclude the meeting
  - Reiterate assigned tasks and deliverables





# Questions?

