

Making Decisions at Ventura College, 2009-2010

The purpose of this document is to describe the structure and operating agreements for making decisions at Ventura College. These processes put into practice the mechanisms through which the voices of the college's constituent groups are heard in making decisions.

This document describes the four primary facets of the college decision-making process:

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Vision, Mission, and Core
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The Roles of College Constituent
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Section 1: Vision, Mission and Core Commitments

Vision:

Ventura College will be a model community college known for enhancing the lives and economic futures of its students and the community.

(Adopted March 2009)

Mission:

Ventura College, one of the oldest comprehensive community colleges in California, provides a positive and accessible learning environment that is responsive to the needs of a highly diverse student body through a varied selection of disciplines, learning approaches and teaching methods including traditional classroom instruction, distance education, experiential learning, and co-curricular activities. It offers courses in basic skills and English-language learning; programs for students seeking an Associate's Degree, certificate or license for job placement and advancement; curricula for students planning to transfer; and training programs to meet worker and employer needs. The College is a leader in providing instruction and support for students with disabilities.

With its commitment to workforce development in support of the State and region's economic viability, Ventura College takes pride in creating transfer, career technical and continuing education opportunities that promote success, develop students to their full potential, create lifelong learners, enhance personal growth and life enrichment and foster positive values for successful living and membership in a multicultural society. The College has a dedicated, caring faculty and staff who are committed to student success and to continual assessment of learning outcomes in order to maintain high quality courses and programs.

Originally landscaped to be an arboretum, the College has a beautiful, park-like campus that serves as a vital community resource.

(Adopted March 2009)

Core Commitments:

Ventura College is dedicated to following a set of enduring Core Commitments that guide both planning and decision-making:

Student Success

Centering our efforts on meeting the needs of our students and helping them to succeed.

Respect

Recognizing the personal dignity and full potential of every individual and fostering positive values in all interactions.

Integrity

Maintaining an open, honest and ethical environment.

Quality

Achieving excellence in the broad range of academic programs and services provided to our students and the community.

Collegiality

Creating a professional and supportive environment where students, faculty and staff can achieve personal growth and fulfillment and where accomplishments are recognized and celebrated.

Access

Providing learning opportunities for all individuals.

Innovation

Embracing creative methods and approaches to assuring the best possible experience for all students and the community we serve.

Diversity

Embracing and responding to our increasingly diverse student body and the global environment in which the college operates.

Service

Enhancing the quality of life of the community and meeting its needs.

Collaboration

Working together as colleagues on College issues and decisions and actively seeking to form partnerships with our community and other organizations to address mutual goals.

Sustainability

Fostering responsibility and pride in our campus and serving as a model of environmental stewardship, being mindful of the impact we have on the environment as individuals and as a community.

Continuous Improvement

Recognizing that as an organization we are always in a state of evolution, we strive to be the best we can be through continual reflection, data-driven decision making and holding ourselves accountable for responsible use of public resources.

(Adopted March 2009)

Section 2: The Roles of College Constituent Groups

Role of Faculty:

Faculty members perform duties as instructors, librarians, or counselors in areas for which they possess appropriate qualifications; assess, develop, and recommend articulation agreements; implement activities based on applicable recommendations and District/College goals; perform other contractually identified professional responsibilities; and provide advice and recommendations regarding relevant policies and procedures through active participation on District and College committees, councils, and task forces.

Full-time and part-time faculty members are represented in governance by an Academic Senate. The Academic Senate assumes primary responsibility for making recommendations in the areas of curriculum, academic standards, and other areas of professional and academic matters identified in Assembly Bill 1725.

The VCCCD Board of Trustees agreed in Board Policy 2510 to function with the Academic Senate in academic and professional matters under the mutual agreement option. When the Board elects to provide for mutual agreement with the Academic Senates, and an agreement has not been reached, existing policy shall remain in effect unless such policy exposes the District to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

Each of the three colleges in the District has its own Academic Senate. Through the three Academic Senates and their College governance structure, recommendations are made to the administration of the Colleges and the District on the following specific academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards or policies regarding student preparation and success;
- District and College governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- Policies for faculty professional development activities;
- Processes for program review;
- Processes for institutional planning and budget development; and
- Other academic/professional matters, mutually agreed upon between the Board of Trustees and the Academic Senate.

Full-time and part-time faculty members within the District are represented in collective bargaining by a chapter of the American Federation of Teachers, which operates under a contract negotiated and approved by its members.

The two bodies that represent District faculty are compatible; the Academic Senates are responsible for professional and academic matters, while the chapter of the American Federation of Teachers responds to matters within the scope of salary, benefits, and working conditions.

Academic Senates appoint faculty members to District groups; in addition, provisions of the negotiated contract include appointment of faculty members to specific District and College governance committees to represent the American Federation of Teachers.

Role of Classified Staff:

Classified staff members include college employees in a wide range of positions that support the core business of the college. Classified staff members are provided with opportunities to participate in the formulation and development of college recommendations as well as in the processes for developing recommendations that have or will have a significant effect on them.

Classified staff members throughout the Ventura County Community College District are represented by the Service Employees International Union, Local 99, including all regular, permanent and probationary, full-time and part-time merit system classified employees in Units "A" and "B" as certified by the Los Angeles Regional Director of the Public Employment Relations Board.

This collective bargaining unit conducts elections to appoint classified staff to District and college governing councils in the areas that have or will have a significant effect on staff and that are outside the scope of collective bargaining. Prior to the Board of Trustees taking action on such matters, classified staff are provided with the opportunity to participate in the formulation of recommendations through committee participation in areas that affect them. The Board gives every reasonable consideration to recommendations and opinions of staff.

There is also a Classified Senate. The Classified Senate supports and advocates for all classified staff, including classified supervisors and confidential staff. The Senate interfaces with the college management in the implementation of college goals and objectives, and collects, evaluates, disseminates and receives non-bargaining information for and from classified staff as appropriate.

Role of Students:

Students are the reason the District and its Colleges exist. Students learn through participation in and completion of approved courses and involvement in college life activities. Students at each campus are represented by their own Associated Student Government organization composed of an elected Board of Directors. The college's student government organization operates in accordance with its own constitution and bylaws and is responsible for appointing student representatives to serve on District councils. In their role representing all students, they offer opinions and make recommendations to the administration of the college and to the Board of Trustees with regard to District and college policies and procedures that have or will have a significant effect on students. Those areas are specifically defined as:

- Grading policies;
- Codes of student conduct;
- Academic disciplinary policies;
- Curriculum development;
- Courses or programs which should be initiated or discontinued;
- Processes for institutional planning and budget development;
- Standards and policies regarding student preparation and success;
- Student services planning and development;
- Students fees within the authority of the District to adopt; and
- Any other District and College policy, procedure, or related matter that the District Board of Trustees determines will have a significant effect on students.

The VCCCD Board of Trustees shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to formulate recommendations through council/committee participation. A student-elected Student Trustee also provides the Board of Trustees with the perspective of the students at-large. The Board of Trustees ensures that recommendations and positions developed by students are given every reasonable consideration. Similarly, the Academic

Senate at each College is required by law to consult with their counterpart Associated Student Government prior to making recommendations that impact students' interests.

Role of Administrators:

The job descriptions for College and District administrators assign specific governance roles for administrators and call for both successful processes and products.

Product: Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of District and College activities while maintaining compliance with state regulations, laws, and District policies.

Process: Administrators are held accountable to carry out their responsibilities in ways that support and maintain the spirit and letter of participatory governance.

Drawing from job descriptions approved by the Board of Trustees for each administrative position, the roles for College and District administrators are to:

- Provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the College in conjunction with the Chancellor;
- Plan, organize, direct, and evaluate the activities of the College pursuant to District and College mission and goals as set forth by the Board of Trustees; report on College achievement of District and College goals;
- Plan and recommend the instructional and student services programs, College budget, and organizational structure of the College;
- Prepare and maintain an educational master plan and support institutional research related to student learning, development, and outcomes;
- Remain current on emerging services, methodologies, and technologies relevant to the College's educational programs and student services;
- Establish and maintain liaisons with business and community representatives as participants in the planning, development, and modification of division curriculum and programs;
- Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the Colleges' programs and services;
- Ensure that the colleges' educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, District policies, contractual agreements, and articulation agreements;
- Serve as a resource to the Chancellor, the Board of Trustees, and College faculty and staff for colleges' educational and student service programs; and,
- Promote the appropriate inclusion of students, faculty, and staff in participatory decision making processes.

Section 3: Campus Committees

College faculty, staff, and students participate in the decision-making process through the committee structure. There are three kinds of committees:

1. **Governance Committees:** The charter for governance groups is derived from law and regulation, which outline specific areas in which consultation is mandated (Title 5§.53200c). The composition of governance committees is representative of college constituencies.
2. **Operational Committees:** Operational committees exist to enable college administrative or organizational units to share information, conduct routine business, and discuss issues of mutual concern. Membership on operational committees is based on one's assigned, appointed, or elected position at the college.
3. **Advisory Committees:** Advisory committees exist for college programs and services to receive advice and feedback from other members of the campus community and from area constituents. In most cases, membership on advisory committees is open to all interested members of the academic community.

GOVERNANCE COMMITTEES AT VENTURA COLLEGE

Academic Senate

Charge: The Academic Senate represents the faculty in the formation of college and district policy on academic and professional matters and addresses all matters either directly or through its designated committees (Curriculum Committee, Faculty Professional Development Committee, Philosophy and General Education Committee, Sabbatical Leaves Committee, Staffing Priorities Committee). The Senate assumes responsibilities as required by state law.

Membership: As outlined in the Senate Bylaws to ensure full representation of the faculty within divisions and/or disciplines, or as amended by the Senate Council

Chair: Academic Senate President

Meetings: 1st and 3rd Thursdays, 1:30 p.m., Campus Center Conference Room

Accreditation Steering Committee

Charge: The Accreditation Steering Committee meets during accreditation evaluation periods. The Committee oversees the Accreditation Standards Subcommittees whose members provide assessment and evaluation of college operations and prepare responses to accreditation recommendations. Recommendations from the college self-study and the Accrediting Commission referred to the College Planning Committee for incorporation into the college plan.

Membership: Co-chairs of the Accreditation Standards Subcommittees designated by the College President, the Executive Vice President of Student Learning (who also serves as the Accreditation Liaison Officer) and the Academic Senate President (or designee).

Chair: Executive Vice President of Student Learning (co-chair), Academic Senate President or designee (co-chair)

Meetings: As needed—to be determined by the Accreditation Liaison Officer

Campus Resource Council (CRC)

Charge: The Campus Resource Council makes recommendations to the College President on budget development, maintenance and operations, and other programs within the purview of the Vice President of Business Services. In addition, the CRC uses the data summarized by the

College Planning Committee to prioritize the equipment needs of the campus as part of the college planning process.

Membership: Vice President of Business Services; Executive Vice President of Student Learning; three managers selected by the College President; Director of M&O; one full-time faculty member from each division; Academic Senate President or designee; Classified Senate President or designee; one Academic Senate appointee; Supervisor of Fiscal Services/Business Office; three classified representatives; one AFT representative; one student representative, and one member-at-large appointed by the College President

Chair: Vice President of Business Services

Meetings: 3rd Wednesday, 1:30 p.m., Campus Center Conference Room

Classified Senate

Charge: The Classified Senate supports and advocates for all classified staff, including classified supervisors and confidential staff, on matters of participatory governance. The Senate interfaces with the college management in the implementation of college goals and objectives, and collects, evaluates, disseminates and receives non-bargaining information for and from classified staff as appropriate.

Membership: Representatives from areas as specified in the Senate Bylaws to ensure full representation of the classified staff, or as amended by the Senate Council; appointed SEIU representative.

Chair: Classified Senate President

Meetings: 2nd Wednesdays, 12:00 noon, Campus Center Conference Room

College Planning Committee

Charge: As part of the college planning, program review and budget allocation cycle, the College Planning Committee reviews college enrollment patterns, community feedback, and other data to draft and recommends college-wide goals/initiatives and plans for improvement, and receives reports from the Program Review, Campus Resource Council, FOG, and Staffing Priorities Committee for consolidation into one college-wide planning report.

Membership: College President; Executive Vice President; Vice President of Business Services; Academic and Student Services Deans; Academic Senate Officers; four members of the general education faculty; one member of the career education faculty; one member of the basic skills faculty; two members of the student services faculty; one member of the East Campus faculty; one member of the part-time faculty; Classified Senate Officers; three Classified Supervisors; one representative each from FOG, Technology Committee, EAC, Learning Resources, Ventura College Foundation; two members of the community of Ventura; Resource Development Coordinator; Institutional Researcher; Technical Data Specialist; three student representatives

Chair: College President

Meetings: All-day retreat in the fall; as needed in the spring.

Curriculum Committee

Charge: The Curriculum Committee is a subcommittee of the Academic Senate. It provides guidance, advocacy, and oversight for curriculum by ensuring that it is academically sound, comprehensive and responsible to the evolving needs of the community. In addition, members review and recommend course and program additions and revisions to the Governing Board, and inform the District Technical Review Workgroup (DTRW) of policy related to academic offerings.

Membership: Instructional and Counseling faculty; Academic Senate President or designee (co-chair); one administrative representative; one student representative, College Articulation Officer; Executive Vice President of Student Learning (non-voting member and co-chair); Registrar, and instructional deans.

Chair: Academic Senate President or designee (co-chair), Executive Vice President of Student Learning (co-chair)

Meetings: 1st and 3rd Tuesdays, 3:00 p.m., Campus Center Conference Room

Faculty Professional Development Committee

Charge: The Faculty Professional Development Committee, a subcommittee of the Academic Senate, is committed to providing and supporting activities designed to enhance the job related performance of faculty in order to effectively meet the needs of students and community. The Committee encourages participation in activities that enable faculty to grow both professionally and personally.

Membership: Open to all interested faculty members

Chair: The Chair is appointed by the Academic Senate, and the committee conducts business with a consensus model

Meetings: 1st Wednesday of the month, 1:30 – 3:00 p.m., MAC-200

Philosophy and General Education Committee

Charge: Philosophy and General Education is a subcommittee of the Curriculum Committee, which is a subcommittee of the Academic Senate. It is a forum for faculty and staff to discuss concerns and goals dealing with the philosophy of the college, general education requirements, and general academic policies relating to the curriculum. All subcommittee recommendations are forwarded to the Curriculum Committee for action.

Membership: Articulation Officer; one Counselor; one representative from each of the divisions.

Chair: Elected by the committee

Meetings: As needed, or once a semester

Program Review Committee

Charge: The Program Review Committee assesses the status and viability of academic and student service programs; assigns ratings (expansion, continuation, referral for assistance); refers requests for faculty to the Staffing Priorities Committee; refers equipment requests to the Campus Resource Council; refers facilities requests to FOG; submits report to the College Planning Committee.

Membership: Executive Vice President of Student Learning; Vice President of Business Services; two Deans; fifteen faculty members drawn from all divisions (appointed by the Academic Senate); three classified staff members; two classified supervisors; three student representatives.

Chair: Elected co-chairs (one faculty and one management)

Meetings: Series of afternoon meetings, mid-October to early-November.

Staff Development Committee

Charge: The Staff Development Committee develops and implements programs and activities to meet the professional needs of faculty and staff. It conducts regular assessments of the professional needs of the faculty and staff, and is responsible for planning and coordinating campus flex days. The Committee serves as the coordinating body for college staff development activities, and serves as the liaison between the District Service Center and the College regarding district-wide funding for diversity related staff development activities. College plans requiring professional development activities are referred to the Staff Development Committee for implementation.

Membership: Assistant Dean, Student Services; one classified supervisor; one classified staff member from the East Campus Center; four classified staff members from the main campus; two faculty members from Communication & Learning Resources; two faculty members from Mathematics & Science; two faculty members from Social Science & Humanities; two faculty members from Career & Technical Education; two faculty members from Students Services; one faculty member from Physical Education & Athletics; one at-large appointment each by the Academic Senate and the Classified Senate; one AFT appointment; one SEIU appointment; one President's designee, and one student appointed by the Associated Students of Ventura College.

Ex Officio Member: Executive Vice President of Student Learning. Classified staff members on this committee are appointed by SEIU.

Chair: Elected by the committee; administrative support provided by Assistant Dean, Student Services.

Meetings: 2nd Monday of the month, 2:30 p.m., Campus Center Conference Room

Staffing Priorities Committee

Charge: The Staffing Priorities Committee is a subcommittee of the Academic Senate. As part of the college planning, program review and budget allocation cycle, the Staffing Priorities Committee receives recommendations for faculty positions from the Program Review Committee, and submits recommendations to the President. As part of its work, the Staffing Priorities Committee invites the campus community, by division, to prioritize their full-time faculty hiring needs and to make presentations to the membership. The Committee establishes proposal criteria and guidelines for a position and incorporates factors relating to college goals, the Educational Master Plan, and/or college mission, and may include additional justification criteria. The Committee operates with the understanding that none of the members represent a constituent group, but rather maintain a college-wide perspective. This structure is in place to allow the smallest departments and/or disciplines adequate representation, to avoid intra-departmental conflicts, and to decrease the interference of campus politics and/or personality issues.

Membership: The membership of this subcommittee is appointed for two consecutive years and includes the current Academic Senate Executive Committee; one additional past Academic Senate President; four general members to include one from the Student Development/Student Services area, one from the Vocational//Technology area, and two from the general education area; two (2) at-large members selected by the Senate Council, (to equal 11 members in total).

Chair: Appointed by the Academic Senate President

Meetings: As needed

OPERATIONAL COMMITTEES AT VENTURA COLLEGE

Administrative Council

Charge: The Administrative Council serves as a staff meeting and discussion forum for the President, the Executive Vice President of Student Learning, the Vice President of Business Services, and the Deans. The Academic Senate President and Classified Senate President are invited to participate on the Council for communication purposes.

Membership: College President; Executive Vice President of Student Learning; Vice President of Business Services; deans and assistant deans. Guests: Director, College Technology Services; Academic Senate President; Classified Senate President.

Chair: Executive Vice-President (co-chair), Vice President for Business Services (co-chair)

Meetings: Every Wednesday of the month, 9:00 a.m., Campus Center Conference Room

Arts & Lectures Committee

Charge: The Arts & Lectures Committee helps to plan for and promote a variety of speakers and performances to enrich the educational environment of the campus.

Membership: All interested members of the academic community.

Chair: Elected by the Committee

Meetings: As needed

Co-Curricular Fund Committee

Charge: The Co-Curricular Fund Committee assists the Vice President of Business Services in determining the allocation of the college student co-curricular fund, which is used to support or

supplement class-related activities such as men's and women's intercollegiate athletics, performing arts, lectures, concerts and musical productions.

Membership: Vice President of Business Services; one full-time faculty member from each participating division; one classified representative; three student representatives including the Associated Students President, the Associated Students Treasurer or Executive Secretary; and one member-at-large appointed by the College President

Chair: Vice President of Business Services

Meetings: 3rd Tuesday, 1:30 p.m., Administration Building Conference Room

Crisis Intervention Team

Charge: The members of the Crisis Intervention Team serve as resources for staff and students to help provide intervention necessary to meet the crisis-related mental health needs of a campus community, which includes students, faculty, staff, and other campus related individuals. In addition, the Team provides educational materials and presentations to assist staff in dealing with crisis-related events.

Membership: Membership is from various departments on campus including Campus Police; Counseling; Assistant Dean of Student Services; East Campus; Educational Assistance Center; Student Health Center Nurse Practitioner; President's Office, and the Public Information Office.

Chair: Student Health Center Coordinator (co-chair), Student Health Center Mental Health Advisor (co-chair)

Meetings: Meets twice per semester on Mondays, 3:30 – 5:00 p.m. Dates to be determined. Administration Building Conference Room

Department Chair & Coordinator Council

Charge: The Department Chair and Coordinator Council provides a forum for the discussion of academic issues that affect department chairs, facilitators and coordinators, and makes recommendations to the Administrative Council.

Membership: Executive Vice President of Student Learning; department chairs (or vice chairs); coordinators; Academic Senate President (or designee); deans.

Chair: Executive Vice President of Student Learning

Meetings: Last Tuesday of the month, 3:00 p.m., Campus Center Conference Room

Disabilities Accommodations Committee

Charge: The Disabilities Accommodations Committee makes recommendations about requests for substitutions or waivers of graduation requirements due to a disability. The Committee also mediates disagreements about disability accommodations.

Membership: Two representatives from the EAC; two members of the faculty with knowledge of disabilities; two members of the faculty from the discipline involved in the accommodations request.

Meetings: As needed.

Facilities Oversight Group (FOG)

Charge: The Facilities Oversight Group (FOG) oversees and develops the vision of campus facilities including aesthetics, locations of buildings, blending of new facilities into the current scheme of architecture and student/public expectations and experiences. In addition, the FOG controls to a great extent the exterior design of facilities projects, including structural configuration, color schemes, signage, landscape, walkways and general campus orientation. As part of the college planning, program review and budget allocation cycle, FOG receives requests for facilities improvements and campus use and development from the Program Review Committee and other interested parties.

Membership: Vice President of Business Services; the lead individual for each facilities project currently in the planning stage, and faculty and classified staff representatives interested in

participating. The membership is open and fluid to address those college facility needs that are identified as important for the Committee to properly address its charge.

Chair: Vice President of Business Services

Meetings: 4th Thursdays, 2:30 p.m., Campus Center Conference Room

Financial Aid Appeals Committee

Charge: The Financial Aids Appeals Committee reviews and makes recommendations to the Director of Financial Aid regarding students' financial aid status as it applies to the "academic satisfactory progress" standard and policy.

Membership: Academic counselors, interested faculty and staff, financial aid staff (advisory), and Financial Aid Officer

Chair: Financial Aid Officer

Meetings: Once a week or as needed

Institutional Review Board (IRB)

Charge: The Institutional Review Board (IRB) exists as a safeguard to promote ethical and responsible treatment of human subjects/participants in research. Federal policies require that each project involving studies with human subjects be reviewed to consider the rights and welfare of the subject involved, the appropriateness of the methods used to secure informed consent, and the balance of risks and potential benefits of the investigation. Some types of activities are specifically exempt from IRB review. These include: (1) non-intrusive observation of subjects in public places, (2) data-gathering from class members for classroom purposes (e.g., class exercises, course evaluations), and (3) needs assessment or evaluation data intended to remain within the Ventura College community.

Membership: Director of Institutional Research; one administrator; two faculty members; one person from outside Ventura College. Additional faculty or staff members may serve in an advisory capacity where appropriate.

Chair: Administrative and Faculty Co-Chairs elected by the Committee

Meetings: As needed.

Sabbatical Leaves Committee

Charge: The Sabbatical Leaves Committee, a subcommittee of the Academic Senate, reviews and makes recommendations on all applications for sabbatical leaves for faculty. The Committee develops criteria for assessing the merit of each application. It evaluates the written and oral reports for each leave granted and assigns priorities in accordance with District policy and the negotiated agreement, and forwards a prioritized list of recommended candidates to the District Sabbatical Committee for information. The Committee may recommend revisions of proposals prior to forwarding final proposals to the College President and the District committee. In addition, the Chair requests the sabbatical reports from those faculty granted sabbaticals, as outlined in the negotiated agreement.

Membership: One faculty member for every fifteen fulltime faculty members or fraction thereof per division, as appointed by the Academic Senate

Chair: Appointed by the Academic Senate President

Meetings: As necessary to accomplish the charge of this committee; the work of this committee is done primarily in the fall semester of every academic year.

Safety Committee

Charge: The Safety Committee aids and advises both management and employees on matters of safety and health pertaining to college operations. Members discuss safety policies and provide recommendations, review accidents, discover unsafe conditions and practices, and provide recommendations for preventing future occurrences and/or correcting unsafe conditions.

In addition, the Committee provides educational safety information for all staff, evaluates the progress of the college's accident prevention efforts, and monitors facility inspections.

Membership: Members come from various campus departments and divisions including the Student Health Center; Campus Police; Human Resources; Athletic Trainer; Health Sciences, Athletics; Vice President of Business Services, and the District Risk Manager; appointed SEIU representative.

Chair: Student Health Center Coordinator

Meetings: Two to three meetings per semester

Student Conduct Hearing Committee

Charge: Upon the recommendation of the Assistant Dean of Student Services, the Student Conduct Hearing Committee is convened to hear testimony, examine witnesses and receive all evidence pertaining to charges of student misconduct. The Committee judges the relevancy and weight of testimony and evidence, and makes a recommendation for the disposition of the charge to the College President.

Membership: One administrator (other than the Assistant Dean of Student Services); one faculty member, and one student, drawn from a pool established annually by the College President

Chair: Designated by the College President

Meetings: As needed

Student Grievance Committee

Charge: Upon the recommendation of the Assistant Dean of Student Services, the Student Conduct Grievance Committee is convened to hear testimony, examine witnesses and receive all evidence pertaining to student grievances. The Committee judges the relevancy and weight of testimony and evidence, and makes a recommendation for the disposition of the grievance to the College President.

Membership: One administrator (other than the Assistant Dean of Student Services); one faculty member, and one student, drawn from a pool established annually by the College President

Chair: Designated by the College President

Meetings: As needed

Student Scholarship Committee

Charge: The Student Scholarship Committee reviews scholarship applications and makes recommendations for the awarding of both on and off-campus scholarships.

Membership: Four faculty members (including both instructional and counseling faculty); two classified members; two student representatives, and four College Foundation members (Executive Director, Assistant to the Executive Director, and two members of the Foundation Board)

Chair: Elected by the Committee; may carry over year-to-year

Meetings: Two meetings per week for approximately three weeks, usually beginning in March

Student Success Team

Charge: The Student Success Team supports and promotes the coordination of effective and positive service to Ventura College students. The Team fosters communication and collaboration among the different student service programs and between student services and instruction.

Membership: Dean of Student Services, facilitators, coordinators, and the department chairs of Student Services offices and programs

Chair: Dean of Student Services

Meetings: 2nd Monday of the month, 9:30 a.m., Administration Building Conference Room

Technology Committee

Charge: The Technology Committee is charged with developing and recommending the long-term campus technology plan. It reports and makes recommendations to the Vice President of Business Services. In addition, the Committee reviews the plan annually, makes recommendations for revisions as needed, and serves as a forum for discussing campus technology issues. Recommendations from the Technology Committee are also referred to the College Planning Committee for incorporation into the college plan.

Membership: A member appointed from each division. In addition, the following personnel will serve as members of the Committee: Director, College Technology Services; Assistant Dean of Distance Education; Technical Data Specialist; Instructional Data Technician; a member of the campus computer technical staff (classified); Executive Vice President of Student Learning, at least one Academic Senate representative, and the Associate Vice-Chancellor of Information Technology

Chair: Appointed by the Vice President of Business Services. A co-chair may be elected at the discretion of the committee.

Meetings: At least once a semester

Title IX Committee

Charge: The Title IX Committee was formerly the Equity/Diversity Committee. Members review existing programs and policies and make recommendations in accordance with Title IX, which calls for equal opportunity in education without discrimination on the basis of sex. The Committee provides a forum for faculty, staff and students to discuss concerns, goals and problems as they apply to the College's compliance with Title IX requirements.

Membership: Athletic Director; Sexual Harassment Intake Facilitators; Assistant Dean of Student Services; a counselor; Student Health Center Coordinator; student representatives, and other interested faculty and staff.

Chair: Title IX Coordinator

Meetings: As needed

ADVISORY COMMITTEES AT VENTURA COLLEGE

CalWORKS Advisory Committee

Charge: The CalWORKS Advisory Committee reviews and makes recommendations on the development and implementation of the CalWORKS Program.

Membership: CalWORKS student representative(s); county representatives from the local job and career centers, and local business representatives; all interested members of the academic community.

Chair: CalWORKS Specialist

Meetings: As needed and/or called by the CalWORKS Specialist

EOPS Advisory Committee

Charge: The EOPS Advisory Committee assists the College in developing and maintaining effective Extended Opportunity Programs and Services.

Membership: The Committee shall consist of no fewer members than the members of the local Board of Trustees and should include representatives from college personnel; EOPS students; representatives from local or feeder high schools; representatives from the community and business sectors, and four-year colleges where possible.

Chair: Elected by the Committee

Meetings: As needed and/or called by the EOPS Coordinator

International Student Advisory Committee

Charge: The International Student Advisory Committee assists the Office of International Students and staff in maximizing a positive and educational campus climate for international students. The Committee makes recommendations to the International Office staff, counseling, and appropriate instructional departments on issues affecting international students and those who serve them.

Membership: International Student Specialist; International Student Club Advisor; all interested members of the academic community.

Chair: International Student Specialist

Meetings: Tuesdays, 1:00 p.m., Campus Center Conference Room, or as needed

Library and Learning Resources Committee

Charge: The Library and Learning Resources Committee is an advisory group that works to support and advocate for the overall interests of the library and learning resources. In addition, the Committee provides input on policies, procedures and services, and considers how these things affect student-learning outcomes. The LRC reports to and makes recommendations to the Dean of Communication and Learning Resources.

Membership: All interested members of the academic community. Ex Officio Members: Dean of Communication & Learning Resources; Associate Librarians; Learning Resources Supervisor, and other Learning Resources staff as appropriate

Chair: Elected by the Committee

Meetings: Monthly or as required

Matriculation Advisory Committee

Charge: The Matriculation Advisory Committee assists in recommending and reviewing policies, procedures and implementation of plans of action in the following areas: assessment, orientation, follow-up of student progress, advisement counseling and placement.

Membership: Dean of Student Development; Registrar; Matriculation Coordinator; one student representative; Counseling Department Chair; Articulation Officer; one classified staff members from each of the following areas: Counseling; Admissions and Records; Assessment; Student Development, and the East Campus Center; Department Chairs of Math, English, and ESL; all interested members of the academic community.

Chair: Matriculation Coordinator

Meetings: The fourth Wednesday of each month, 3:00 – 4:30 p.m. in the Student Services Conference Room

Section 4: Ventura College Planning Cycle, 2008-2010

