2019-2025
PARTICIPATORY GOVERNANCE HANDBOOK

VENTURA COLLEGE

VENTURA COLLEGE
SET YOUR COURSE

Table of Contents

Certification

The contents of this document represent the collegial consultation structure and procedures that have been agreed upon by the undersigned faculty, classified professional, student, and administrative representatives of Ventura College.

College President – Damon Bell   Date

Academic Senate President – Lydia Morales   Date

Classified Senate President – Sebastian Szczebiot   Date

Associated Students of Ventura College President – Vanessa Luis   Date

Ventura College Mission, Vision, Guiding Principles

Ventura College Mission
At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

Ventura College Vision
Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

Ventura College Guiding Principles
At Ventura College we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

- Embrace the strength of diversity.
- Listen with intensity and compassion.
- Communicate with integrity and patience.
- Design student-centered solutions.
- Spark self-confidence and a sense of discovery.
- Pursue our vision and goals with passion.

Ventura College Participatory Governance Values
The values of our participatory governance system are based on the Six Factors of Student Success that were identified by the California Community Colleges Research and Planning Group. These factors also form the basis of Ventura College's Beacons of Success.

Engaged – being actively involved.
An engaged community serves as the foundation of Ventura College participatory governance. We encourage all members of our campus community to be actively involved.

Directed – having a well-defined objective and a clear idea of how to accomplish it.
Directed by our Mission, Vision, and Guiding Principles, we lead each participant through intelligent goal making so that we may guide our student-centered campus in its future progress. To plot our course, we set these goals with a clear and specific path in mind.

Focused – taking steps to accomplish our objectives.
We focus on reaching our stated goals in a timely and orderly manner. We receive input from all campus constituencies so that we make informed decisions. The committees' charge is our guide to staying on course. We regularly evaluate ourselves in an effort to improve our effectiveness and efficiency.

Nurtured – fostering a supportive and encouraging environment.
We support and encourage input from all areas of the campus. We foster and guide the development of individuals within our organization.

Connected – being united – linked to the campus community.
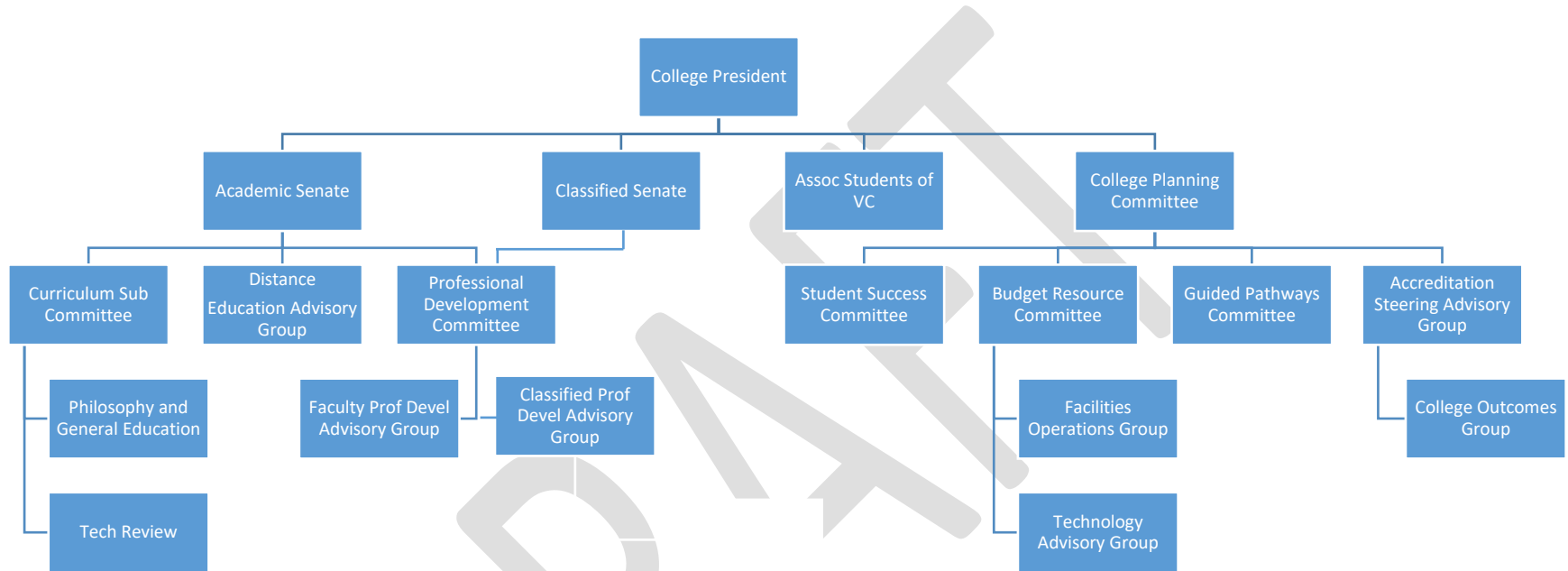We are united in our pursuit of a better campus – making sure that every member feels like they are a part of the campus community.

Valued – recognizing, appreciating, and respecting the skills, talents, and abilities of everyone.
We regard every participant with esteem and recognize their skills. We value the worth of each individual's ideas, and treat each other with respect and compassion.

Ventura College Participatory Governance Structure

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                              College President

      Academic Senate      Classified Senate    Assoc Students of      College Planning
                                                      VC                 Committee

Curriculum Sub   Distance        Professional      Student Success   Budget Resource   Guided Pathways   Accreditation
Committee        Education        Development       Committee         Committee         Committee         Steering Advisory
                 Advisory Group   Committee                                                               Group

Philosophy and          Faculty Prof Devel   Classified Prof              Facilities                      College Outcomes
General Education        Advisory Group       Devel Advisory               Operations Group                Group
                                              Group

Tech Review                                                                Technology
                                                                           Advisory Group
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What is Participatory Governance?

Participatory governance is the process by which faculty, staff, administrators, and students work together to make college decisions. It is based upon the idea that individuals should have a voice in the decisions that affect them. A well-designed participatory governance system results in effective decision-making by uniting constituencies and drawing upon the strength of diversity. In VC's participatory governance system, committees have been formed, each of which has a specific charge and focus. In committee meetings, ideas are discussed at length, voted upon, and recommended to the College President, who then makes a final decision. Our participatory governance system was developed in accordance with California Education Code 70901 and 70902, as well as Assembly Bill 1725.

Sounds exciting! How do I get involved?

The first step is figuring out which committee interests you the most. Take a look through the committee charges to see what topics and issues each committee focuses on. Visit a committee meeting as a guest to listen to a discussion. Read some minutes from a committee website to see what topics they discuss. Once you've figured out which committee you'd like to join, take a look at how committee members are selected for that committee. For some committees, members are appointed by the Academic Senate, Classified Senate, and/or College President. For these committees, you'll need to contact the appointing body and let them know you are interested. For all other committees, you can just email the co-chairs and ask how to join.

What is expected of me when I join a committee?

Each committee has a chair or co-chairs, a recorder, voting members, and guests. The responsibilities of each are detailed below:

Committee Chair or Co-Chair

Before each meeting:
- Prepare an agenda.
- Ensure that agenda and prior meeting minutes are posted to committee website at least 72 hours in advance of the meeting (required for Governance/Brown Act committees, strongly recommended for all other committees and advisory groups).

During each meeting:
- Facilitate and encourage committee member participation during meetings.
- Allow for adequate discussion to occur prior to action items.
- Facilitate voting on action items.
- Assign responsibilities for any follow-up needed after the meeting.

After each meeting:
- Ensure that draft meeting minutes, handouts, and any supporting documents are posted on the committee website within one week after the meeting.
- Ensure that final approved meeting minutes are posted on the committee website within one week of being approved.
- Ensure that committee webpage is accurate and up-to-date.

Committee Member

Before each meeting:

- Read the agenda and any other relevant materials.

During each meeting:

- Respectfully express your opinions and perspectives.
- Share comments/positions taken by the constituency group that you represent.
- Listen respectfully to all committee participants.
- Vote on action items.
- Provide the committee chairs with items for future agendas.

After each meeting:

- Report back to your constituent group the information discussed and the actions taken in the committee.
- Complete any follow-up tasks assigned to you during the meeting.
- Provide the committee chairs with items for future agendas.

Recorder

Before each meeting:

- Create the agenda using the template in Appendix A.
- Post the agenda and prior meeting minutes on the committee website and email a link to committee members at least 72 hours before each meeting (required for Governance/Brown Act committees, strongly recommended for all other committees and advisory groups).
- Send calendar invites to committee members.
- Review the committee website for accuracy.

During each meeting:

- Note topics of discussion in reasonable detail so that upon review, community members could easily understand what was discussed at the meeting.
- Repeat actions taken by the committee to ensure that they are accurately reflected in meeting minutes.

After each meeting:

- Create draft meeting minutes using the template in Appendix B, and then post them to committee webpage within one week of each meeting.
- Post handouts and/or supporting documents to committee webpage within one week of each meeting.
- Post approved meeting minutes to committee webpage within one week of approval.

How do we make sure that our committees are effective?

A committee chair training session is held in the fall semester of each year to ensure that committee chairs are aware of their responsibilities and best practices for committee meetings. To make sure that committee websites stay updated, a website check is conducted at the end of each month by college staff. The results are communicated to the College President and committee chairs to identify and rectify any issues.

Each committee also engages in a purposeful goal-setting and evaluation process. In the first meeting of the year, each committee reviews their charge and sets goals for the coming year. These goals are collected by the Office of Institutional Effectiveness (OIE). At the end of the spring semester, OIE sends an online survey to all committee members to assess progress made towards each goal. In the last meeting of the year, the committee discusses the results and uses them to inform goals for the next year.

Agenda Items Required at First Meeting of Year
- Review committee charge
- Review prior-year committee goals and evaluation results
- Set goals for the coming year

Agenda Item Required at Last Meeting of Year
- Discuss results of committee evaluation survey

How are Changes made to the Committee Structure?
This document and our committee structure is reviewed once every six years. This timeframe aligns with our Educational Master Plan, which is the overarching planning document for the college. If, however, there is a need to change something prior to this six-year review, it requires approval by the Academic Senate, Classified Senate, College Planning Committee, and the College President. This approval is required for changes to any of the following elements of the participatory governance system:

- Changing the charge of a committee
- Changing the constituent membership of a committee
- Adding a new committee
- Disbanding an existing committee
- Changing the location of a committee in the diagram on page 5
- Changing regularly scheduled meeting days/times

Is the College President Required to act on a Recommendation from a Committee?
The College President is not required to act on a committee recommendation. All recommendations to the College President are documented using the form in Appendix C. The President will then document their decision and communicate it to the committee chair(s) within 30 days. If the President is unable to provide a decision within 30 days, s/he will communicate this, as well as a rationale for the delay, to the chair(s) of the governance committee. If the President decides not to accept a recommendation, s/he will provide a rationale for their decision in the form.

Governance Committees

Groups with elected and/or appointed membership that make recommendations directly to the College President. These committees adhere to Brown Act Standards.

- Academic Senate
- Associated Students of Ventura College
- Classified Senate
- College Planning Committee
- Curriculum Committee

Operational Committees

Groups with membership appointed by the Senates and College President that make recommendations to governance committees.

- Budget Resource Committee
- Student Success Committee
- Guided Pathways Stewards Committee
- Professional Development Committee

Advisory Groups

Groups with open membership that make recommendations on specific topics to operational or governance committees.

- Accreditation Steering Advisory Group
- College Outcomes Group
- Distance Education Advisory Group
- Facilities Operations Group
- Technology Advisory Group
- Faculty Professional Development Advisory Group
- Classified Professional Development Advisory Group

Councils

Informational/operational groups with membership defined by position.

- Administrative Council
- Executive Team
- Department Chairs and Coordinators Council
- Deans Council
- Student Affairs Leadership Team

Task Forces or Ad-Hoc Groups

Groups created by a committee or council to complete a specific short-term task.

Academic Senate

Charge

The Ventura College Academic Senate represents all Ventura College faculty on academic and professional matters. During the Fall and Spring semesters the VC Academic Senate meets regularly on the first and third Thursday of each month from 3:30 PM - 5:00 PM in MCW-312.

According to Title 5, Section 53200, the term academic and professional matters covers the following areas:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Informally, these areas of concern are called the 10+1.

Chair

Academic Senate President

Members

A. Representation shall be based on representative faculty groups.
B. Representation for each division shall be one senator for every 9 full time faculty or fraction thereof, as of September 1 of each academic year. Each division shall have at least one representative.
C. Problems regarding the distribution of division representative positions shall be presented in writing to the Senate Executive Committee and resolved by this committee as well.
D. There will be one at-large part-time faculty representative who shall be self-nominated and appointed by the Senate Executive at the beginning of the academic year. The position will be for a one-year term.
E. Any faculty member who is holding or has held office in the Academic Senate of the California Community Colleges shall be an ex officio member of the Senate Council.
F. The Curriculum Committee Faculty Co-Chair shall be a voting member of the Senate Council.

Meetings

1st and 3rd Thursday of each month from 3:30pm to 5:00pm

Webpage

https://www.venturacollege.edu/committees/academic-senate

Classified Senate

The Classified Senate represents all classified professionals—including classified staff, supervisors and classified confidential—in the formation of college and district policy on professional and academic matters outside the scope of collective bargaining, and addresses all these matters either directly or through the college's participatory governance structure. The Classified Senate interfaces with the college administration in the implementation of college and district goals and objectives, and collects, evaluates, disseminates, and receives non-bargaining information for and from classified professionals as appropriate. Members of the Classified Senate Executive Board serve on the Accreditation Steering Advisory Group and contribute to the assessment of Accreditation Standard IV.

The Ventura College Classified Senate's (VCCS) professional matters of interest are as follows:

1. Standards or policies regarding student support and success
2. College governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activities
5. Processes for program review
6. Processes for Institutional planning and budget development
7. Curriculum systems integrations and implementation
8. Degree and certificate requirements
9. Educational program development
- Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Professionals

The VCCS was instrumental in the development and district–wide adoption of the above interest areas, which together are informally referred to as the Classified 9+1.

Chair
Classified Senate President

Members
Representatives as specified in the Senate Bylaws to ensure full representation of the classified staff, or as amended by the Senate Council; invited SEIU representative.

Meetings
1st Thursday of each month from 10:30am to 12:00pm

Webpage
https://www.venturacollege.edu/committees/classified-senate

Associated Students of Ventura College

Charge

The Associated Students of Ventura College (ASVC) assumes major responsibility for coordinating student activities and expressing student concerns, interests, and viewpoints to the administration and college community.

Chair

ASVC President

Members

7 Executive Positions elected annually by student body
7 Appointed Positions appointed by Executive Board

Meetings

Every Tuesday at 2pm

Webpage

https://www.venturacollege.edu/committees/associated-students-of-ventura-college

College Planning Committee

The College Planning Council is a participatory governance committee that monitors college compliance with Accreditation Standard I. As part of the college planning, program review and budget allocation cycle, the College Planning Council reviews the Educational, Facilities, and Technology Master Plans and calls for their revision in accordance with an established cycle; proposes a limited number of three-year strategic goals based on the Educational Master Plan to form the basis for the college's Strategic Plan; establishes the college planning parameters each spring; recommends priority lists for new programs and initiatives that emerge through the annual planning and program review process; responds to administration's recommendations for program growth, reduction and discontinuance; and contributes to the development of the college's Annual Report by documenting the progress made on the Strategic Plan. The Faculty Staffing Priorities Committee, a subcommittee of the Academic Senate, prioritizes recommendations for growth faculty positions. The Classified Staffing Priorities Committee, a subcommittee of the Classified Senate, prioritizes recommendations for growth classified positions. The faculty Co-Chair of the College Planning Council serves as a member of the Accreditation Steering Advisory.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate (voting)

Classified Co-Chair appointed by Classified Senate (voting)

Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

Members

9 faculty members appointed by Academic Senate (including Faculty Co-Chair)

4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)

2 classified supervisors appointed by the Classified Senate

1 student appointed by ASVC

2 administrators appointed by College President

Meetings

4th Wednesday of each month from 3:45pm to 5:15pm

Webpage

https://www.venturacollege.edu/committees/college-planning-committee

Curriculum Committee

Charge

The Ventura College Curriculum Committee has the sole responsibility and authority to initiate and evaluate the programs and curricula of the college with respect to purpose, objectives, content, and methods of instruction. The Curriculum Committee makes direct recommendations to the Board of Trustees with respect to all academic, occupational, and technical education courses and instructional programs of study. The Curriculum Committee conducts review of all credit and non-credit programs and curricula in accordance with the California Code of Regulations, Title 5, and as guided by the Program and Course Approval Handbook published by the California Community Colleges Chancellor's Office. The Curriculum Committee conducts curricular reviews on a timely and regular basis to ensure that all courses are updated on a periodic cycle to ensure currency and viability for articulation. The Curriculum Committee conducts annual training for persons involved in curriculum development and review, in compliance with the California Community College Chancellor's Office requirement for local curriculum approval certification. In addition, the Committee monitors compliance with Accreditation Standard IIA. The Faculty Co-Chair of the Curriculum Committee serves as a member of the Accreditation Steering Committee, and is also an ex officio voting Academic Senate senator.

Co-Chairs
Faculty Curriculum Chair
Vice President of Academic Affairs (non-voting)

Members
Articulation Officer
AFT representative
Librarian
College Outcomes Group representative
Technical Review Chair
Two representatives from each division

Meetings
1st and 3rd Thursday of each month from 3:00pm to 4:30pm

Webpage
https://www.venturacollege.edu/committees/curriculum-committee

Budget Resource Committee

Charge

The Budget and Resource Committee (BRC) is a governance committee responsible for making recommendations to the College Planning Committee and the Ventura College Executive Team. The faculty Co-Chair of the BRC or designee serves as a member of the Accreditation Steering Committee and makes a budget report to the College Planning Committee about Ventura College budget and resource activities. The BRC meets regularly to consider and recommend program review resource requests that support the goals of Ventura College and the District Educational Master Plans, performs usage analysis of College resources to support a sustainable budget, considers strategic and budget planning, accountability issues, and analyzes total cost of ownership issues for Ventura College. The sub-committees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate (voting)
Classified Co-Chair appointed by Classified Senate (voting)
Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

Members

9 faculty members appointed by Academic Senate (including Faculty Co-Chair)
4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)
2 classified supervisors appointed by the Classified Senate
1 student appointed by ASVC
2 administrators appointed by College President

Meetings

3rd Wednesday of each month from 2:30pm to 4:00pm

Webpage

https://www.venturacollege.edu/committees/budget-resource-committee

Student Success Committee

Charge

The Student Success Committee (SSC) is the participatory governance committee responsible for student success and related initiatives. The SSC integrates and aligns student success efforts into a cohesive strategy through on-going evaluation of data. SSC makes recommendations to close achievement gaps and continuously improve student success outcomes in accordance with State guidelines and the Ventura College Master Plan.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate (voting)
Classified Co-Chair appointed by Classified Senate (voting)
Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

Members

9 faculty members appointed by Academic Senate (including Faculty Co-Chair)
4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)
2 classified supervisors appointed by the Classified Senate
1 student appointed by ASVC
2 administrators appointed by College President

Meetings

2nd and 4th Wednesday of each month from 2:00pm to 3:30pm

Webpage

https://www.venturacollege.edu/committees/student-success-committee

Guided Pathways Stewards Committee

Charge

The Guided Pathways Stewards Committee will focus on the following elements of Guided Pathways:

- Cross-Functional Inquiry - College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success. College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.
- Shared Metrics - College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes. Those benchmarks are shared across key initiatives.
- Integrated Planning - College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college's main planning and resource allocation processes, leveraging existing initiatives and programs such as (but not limited to): Student Success and Support Program (SSSP), Basic Skills Initiative/Basic Skills Student Outcomes and Transformation Program (BSI/BSSOT), Equity Planning (Student Equity/SE), Strong Workforce Program (SWF).
- Inclusive Decision-Making Structures - College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework. Constituents have developed transparent cross-functional work-teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate
Classified Co-Chair appointed by Academic Senate
Administrative Co-Chair appointed by College President

Members

9 faculty appointed by the Academic Senate (including Faculty Co-Chair)
9 classified professionals appointed by the Classified Senate (including Classified Co-Chair)
9 students
5 administrators appointed by the College President

Meetings

2nd and 4th Friday of each month from 10:00am to 11:30am

Webpage

https://www.venturacollege.edu/committees/guided-pathways

Charge

The Professional Development Advisory Group works to act as a professional learning umbrella for faculty, classified professionals, and administrators as each group works to equitably support the academic, cultural, and social needs of our diverse student body and campus community. This group provides leadership by acting as a hub for professional learning that promotes equity, access and academic success for all members of the Ventura College campus community. It supports the Ventura district and college missions, which consider diversity an essential component of student success.

Co-Chairs

Faculty Co-Chair appointed by Academic Senate
Classified Co-Chair appointed by Classified Senate
Administrative Co-Chair appointed by College President

Members

The three chairs are the only members of this committee.

Meetings

TBD

Webpage

https://www.venturacollege.edu/committees/professional-development-advisory

Faculty Professional Development Advisory Group

Charge
<mark>TBD</mark>

Co-Chairs
Faculty Co-Chair appointed by Academic Senate

Members
Appointed by Academic Senate

Meetings
<mark>TBD</mark>

Webpage
https://www.venturacollege.edu/committees/professional-development-advisory

Classified Professional Development Advisory Group

Charge
<mark>TBD</mark>

Co-Chairs
Classified Co-Chair appointed by Classified Senate

Members
Appointed by Classified Senate

Meetings
<mark>TBD</mark>

Webpage
https://www.venturacollege.edu/committees/professional-development-advisory

Accreditation Steering Advisory Group

Charge

The Accreditation Steering Advisory Group (ASAG) monitors college compliance with regional accreditation standards in order to sustain continuous quality improvement. ASAG coordinates ongoing efforts to organize evidence used to prepare the Institutional Self Evaluation Report, follow-up reports, and mid-term reports. Recommendations from the ASAG are referred to the College Planning Committee.

Co-Chair

Accreditation Liaison Officer
Faculty Accreditation Chair

Members

Vice President of Academic Affairs (Accreditation Liaison Officer), Vice President of Student Affairs, Vice President of Business Services, Dean of Institutional Effectiveness, Academic Senate Executive Committee members, ASAG Faculty Co-Chair, Basic Skills Advisory Group Co-Chairs, Budget Resource Council Co-Chairs, Classified Senate Executive Board members, College Planning Council Co-Chairs, Curriculum Committee Co-Chairs, Deans of Student Learning, Facilities Oversight Group Co-Chairs, Institutional Researcher, Librarian, SLO Advisory Group Co-Chairs, Student Success Committee Co-Chairs, Professional Development Advisory Group Co-Chairs, Technology Advisory Group Co-Chairs, Distance Education Advisory Group Co-Chairs, Equity Advisory Group Co-Chairs, SSSP Advisory Group Co-Chairs, CE Advisory Group Co-Chairs, ASVC Representative

Meetings

1st Wednesday of each month from 3:30pm to 5:00pm

Webpage

https://www.venturacollege.edu/committees/accreditation-steering-advisory

College Outcomes Group

Charge

The College Outcome Group will be responsible for monitoring the progress and evaluating the quality of Student Learning Outcomes on campus. The committee will create an annual report of SLO progress.

Co-Chairs

SLO Facilitators
Dean of Institutional Effectiveness

Members

One or more faculty members from each division
All interested classified professionals

Meetings

2nd Tuesday of each month from 3:30pm to 5:00pm

Webpage

https://www.venturacollege.edu/committees/student-learning-outcome-advisory

Distance Education Advisory Group

Charge

The Distance Education Committee exists to meet the instructional, communication, computing, and research needs of the students, and faculty, of Ventura College. The mission of the committee is to focus on the delivery of distance education and its environment, be it web enhanced on ground courses, hybrid courses or fully on line courses. Taking a proactive leadership role on educational, technological and professional development issues surrounding distance education.

Chair

Dean overseeing Distance Education
Faculty Co-Chair

Members

All interested faculty and staff
Distance Education Instructional Design Technologists

Meetings

2nd Thursday of each month from 3:30pm to 4:30pm

Webpage

https://www.venturacollege.edu/committees/distance-ed-advisory

Charge

The Facilities Oversight Advisory Group (FOG) is an advisory committee that makes recommendations to the BRC and ensures compliance with Accreditation Standard IIIB. Providing oversight for the periodic revision of the Facilities Master Plan, FOG makes recommendations concerning total cost of ownership, aesthetics, locations of campus facilities and functionality. In addition, FOG provides recommendations for the interior and exterior designs of facilities and site-related projects.

Co-Chairs

Director of Facilities, Maintenance, and Operations
Faculty Co-Chair

Members

All interested faculty and staff

Meetings

4th Thursday of each month from 2:30pm to 3:30pm

Webpage

https://www.venturacollege.edu/committees/facilities-oversight-advisory-group

Technology Advisory Group

Charge

The Technology Advisory Group monitors compliance with Accreditation Standard IIIC and provides coordination for the periodic revision for the campus Technology Plan. The Technology Advisory Group is charged with developing and recommending the long-term campus technology plan based on college program review data and the District Technology Plan. It reports and makes recommendations to the Vice President of Business Services and the Budget and Resource Council (BRC). In addition, the Advisory Group reviews the plan annually, makes recommendations for revisions as needed, ranks priority of technology spending based on program review data, and serves as a forum for discussing campus technology issues.

Chair

Director of College IT Services

Members

All interested faculty and staff

Meetings

2nd Monday of each month from 2:00pm to 3:30pm

Webpage

https://www.venturacollege.edu/committees/technology-advisory

<p align="center">Councils</p>

Executive Team

Charge The Executive Team Council serves as a staff meeting and discussion forum for the Presidents and Vice President of Academic Affairs, Vice President of Student Affairs, and Vice President of Business and Administrative Services to share information and conduct routine business.

Chair College President

Members Vice Presidents

Meetings Every Monday from 1:00pm to 3:30pm

Administrative Council

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

Chair College President

Members Vice Presidents, Deans, Assistant Deans, Classified Supervisors, Directors, Academic Senate President, Classified Senate President

Meetings 1st and 3rd Wednesday of each month from 9:00am to 11:00am

Deans Council

Charge Dean's Council serves as a staff meeting and discussion forum for the Vice Presidents, Deans, and Assistant Deans to share information and conduct routine business.

Chair Vice President of Academic Affairs

Members Vice Presidents, Deans, Assistant Deans

Meetings Every Tuesday from 12:00pm to 2:00pm

Department Chairs and Coordinators Council

Charge The Department Chairs & Coordinators Council provides a forum for the discussion of academic and student services issues that affect department chairs and coordinators, and makes recommendations to the Administrative Council.

Chair Designated Dept Chair Co-Chair, Vice President of Academic Affairs

Members Vice President of Student Affairs, Department Chairs, Department Vice Chairs, Coordinators, Academic Senate President, Deans

Meetings Last Tuesday of each month from 3:30pm to 5:00pm

Student Affairs Leadership Team

Charge The Student Affairs Leadership Team is a collaborative forum with the purpose of making recommendations to Administrative Council on issues to strengthen, support, and improve student services. The discussion topics include those deemed critical to student support service programs, operational best practices, future needs, and the viability of student service.

Chair Vice President of Student Affairs, Designated Supervisor/Lead Co-Chair

Members Supervisors and Leads of Student Service Programs

Meetings 2nd and 4th Tuesdays of each month from 9:00am to 10:30am

Committee Agenda Template

[Committee Name]
[Date], [Time]
[Meeting Location]

Committee Members

Constituency	Representative		Constituency	Representative	Constituency	Representative	
Faculty Co-Chair	(Name)		Faculty	(Name)	Classified Supervisor	(Name)	
Classified Co-Chair	(Name)		Faculty	(Name)	Classified Supervisor	(Name)	
Administrative Co-Chair (non-voting)	(Name)		Faculty	(Name)	Student	(Name)	
Faculty	(Name)		Faculty	(Name)	Administrator	(Name)	
Faculty	(Name)		Classified	(Name)	Administrator	(Name)	
Faculty	(Name)		Classified	(Name)			
Faculty	(Name)		Classified	(Name)			

Agenda Item	Discussion Notes	Action?
1. (Agenda Item)		
2. (Agenda Item)		

Committee Minutes Template

[Committee Name]
[Date], [Time]
[Meeting Location]

Committee Members

Constituency	Representative	Attended	Constituency	Representative	Attended	Constituency	Representative	Attended
Faculty Co-Chair	(Name)	X	Faculty	(Name)	X	Classified Supervisor	(Name)	X
Classified Co-Chair	(Name)	X	Faculty	(Name)	X	Classified Supervisor	(Name)	X
Administrative Co-Chair (non-voting)	(Name)	X	Faculty	(Name)	X	Student	(Name)	X
Faculty	(Name)	X	Faculty	(Name)	X	Administrator	(Name)	X
Faculty	(Name)	X	Classified	(Name)	X	Administrator	(Name)	X
Faculty	(Name)	X	Classified	(Name)	X			
Faculty	(Name)	X	Classified	(Name)	X			
Guests:								

Agenda Item	Discussion Notes	Action?
1. (Agenda Item)		
2. (Agenda Item)		

Appendix C
Governance Committee Recommendation to College President

At the [Date] meeting of the Ventura College [Committee Name], the committee approved a motion to recommend the following to the College President:

[Recommendation]

_____
Committee Chair Signature   Date

_____
Committee Co-Chair Signature (If applicable)   Date

_____
Committee Tri-Chair Signature (if applicable)   Date
- -

I, [College President Name] have received the recommendation above on [Date], and have decided to:

☐ Accept the recommendation as worded above

☐ Accept the recommendation with modifications (described below)

☐ Decline the recommendation (justification below)

Modifications and/or Justification:

_____
College President Signature   Date