

# 2019-2025 PARTICIPATORY GOVERNANCE HANDBOOK

VENTURACOLLEGE



Updated 2/3/2021

Changes Approved by Academic Senate, Classified Senate, College Planning Committee, and College President:

Updated Budget Resource Committee Charge and Membership

Updated Student Success Committee Charge

Updated Safety and Wellness Group Membership

Updated Faculty Professional Development Committee Charge and Membership

Updated Professional Development Coordination Council Charge

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## 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 – Kimberly Hoffmans

6/14/19

Date



Academic Senate President – Lydia Morales

6/10/2019

Date



Classified Senate President – Sebastian Szczebiot

6/6/19

Date



Associated Students of Ventura College President – Vanessa Luis

5/7/19

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.

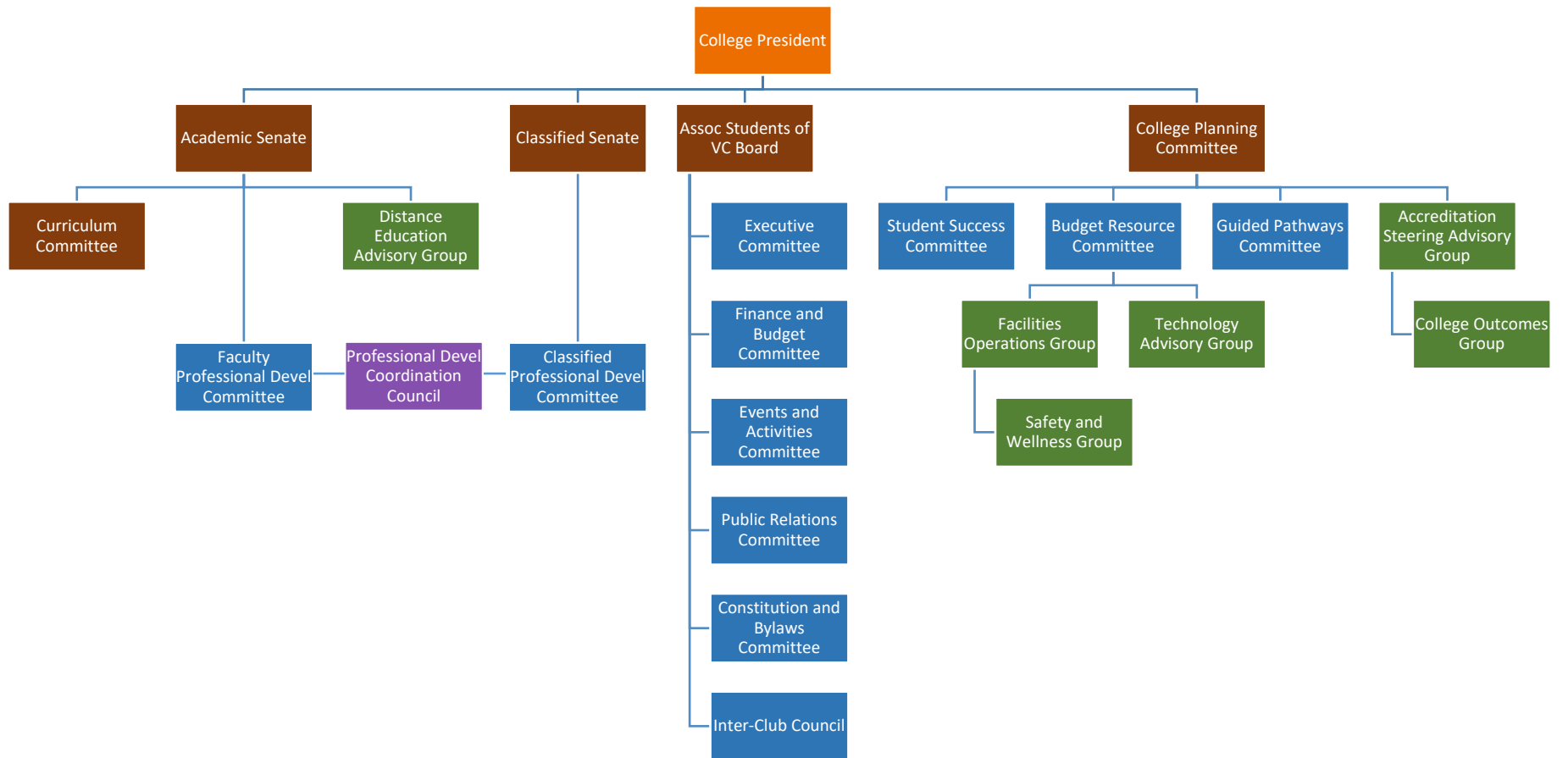
*Connected – being united – linked to the campus community.*

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



### Color Key

Brown = Governance Committee

Blue = Operational Committee

Green = Advisory Group

Purple = Council

## 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 and advisory groups have been formed, each of which has a specific charge and focus. In committee meetings, ideas are discussed at length, voted upon, and ultimately 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.

It is recommended that the Academic Senate, Classified Senate, ASVC, and College President appoint committee chairs and members for the next year by the end of the previous spring semester (i.e. appointments for the 2020-2021 year would be made by the end of Spring 2020).

### 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.
- Submit recommendations to next level of committee structure (e.g. For governance committees, submit the committee recommendation form to the College President).

### **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.

## Committee Charges and Membership

### *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
  - Curriculum Committee
- Associated Students of Ventura College (ASVC) Board
- Classified Senate
- College Planning Committee

### *Operational Committees*

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

- ASVC Constitution and Bylaws Committee
- ASVC Events and Activities Committee
- ASVC Executive Committee
- ASVC Finance and Budget Committee
- ASVC Inter-Club Council
- ASVC Public Relations Committee
- Budget Resource Committee
- Classified Professional Development Committee
- Faculty Professional Development Committee
- Guided Pathways Stewards Committee
- Student Success 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
- Safety and Wellness Group
- Technology Advisory Group

### *Councils*

Informational/operational groups with membership defined by position.

- Administrative Council
- Executive Team
- Department Chairs and Coordinators Council
- Deans Council
- Professional Development Coordination 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 (AS)

### *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*

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

### *Webpage*

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

## Accreditation Steering Advisory Group (ASAG)

### *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, Budget Resource Committee Co-Chairs, Classified Senate Executive Board members, College Planning Committee Co-Chairs, Curriculum Committee Co-Chairs, Deans of Student Learning, Facilities Oversight Group Co-Chairs, Institutional Researcher, Librarian, College Outcomes 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, CE Advisory Group Co-Chairs, ASVC Representative

### *Meetings*

1<sup>st</sup> Wednesday of each month from 3:30pm to 5:00pm

### *Webpage*

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

## Associated Students of Ventura College Board (ASVC)

### *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*

- 1 Executive Director appointed by ASVC President and ratified by the Executive Committee
- 8 Executive Officers elected annually by the student body
- 4 Appointed Officers appointed by ASVC President and ratified by the Executive Committee

### *Meetings*

Weekly

### *Webpage*

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

## ASVC Constitution and Bylaws Committee

### *Charge*

This committee meets when deemed necessary to discuss, revise, and edit the governing documents of the ASVC.

### *Chair*

ASVC Director of External Affairs

### *Members*

5 students appointed by ASVC President

### *Meetings*

Once a semester, or as deemed necessary by ASVC President

### *Webpage*

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

## ASVC Events and Activities Committee

### *Charge*

Events & Activities Committee's main focus is the organization and coordination of any ASVC related events. The Events and Activities committee meets weekly to discuss details on events such as: finding a dates and locations for events, supervises any outside sources pertaining and / or collaborating with the ASVC board on any upcoming events, keeping records of facility request forms and requisition forms for any ASVC approved vendors for events and is the source for keeping records of methods to improve past events.

### *Chair*

ASVC Event Coordinator

### *Members*

5 students appointed by ASVC President

### *Meetings*

Weekly

### *Webpage*

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



## ASVC Executive Committee

### *Charge*

This committee is charged with the administrative oversight of the ASVC.

### *Chair*

ASVC President

### *Members*

ASVC Vice President

ASVC Director of External Affairs

ASVC Director of Administration

ASVC Director of Finance

ASVC Director of Equity and Inclusion

ASVC Director of East Campus

ASVC Director of Student Organizations

### *Meetings*

Weekly

### *Webpage*

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

## ASVC Finance and Budget Committee

### *Charge*

Meetings are held when deemed necessary to revise and update the budget on an annual basis, review and recommend action on all proposed ASVC expenditures in accordance with the budget, assist the Director of Finance in the preparation of the tentative budget for the following year and make recommendations on other financial matters of the ASVC as assigned by the President.

### *Chair*

ASVC Director of Finance

### *Members*

5 students appointed by President

### *Meetings*

Weekly

### *Webpage*

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

## ASVC Inter-Club Council

### *Charge*

Meetings are held twice a month to develop and implement plans for keeping clubs active, seek and promote club participation in the ASVC government, activities, and events. This committee also assists the various clubs in preparing necessary documentation.

### *Chair*

ASVC Director of Student Organizations

### *Members*

One ICC representative per student organization

### *Meetings*

Twice a month

### *Webpage*

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

## ASVC Public Relations Committee

### *Charge*

This committee holds weekly meetings on how to get students to become more involved and aware of activities and events on campus.

### *Chair*

ASVC Public Relations Officer

### *Members*

5 students appointed by ASVC President

### *Meetings*

Weekly

### *Webpage*

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

## Budget Resource Committee (BRC)

### *Charge*

The Budget and Resource Committee (BRC) is an operational 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 Advisory Group 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, social justice and equity, and analyzes total cost of ownership issues for Ventura College. The subcommittees 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)

1 faculty member appointed by AFT

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

1 classified professional appointed by SEIU

2 classified supervisors appointed by the Classified Senate

1 student appointed by ASVC

2 administrators appointed by College President

### *Meetings*

3<sup>rd</sup> Wednesday of each month from 2:30pm to 4:00pm

### *Webpage*

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

## Classified Professional Development Committee (CPDC)

### *Charge*

TBD – Fall 2019

### *Chair*

Classified Chair appointed by Classified Senate

### *Members*

TBD – Fall 2019

### *Meetings*

TBD – Fall 2019

### *Webpage*

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

## Classified Senate (CS)

### *Charge*

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*

1<sup>st</sup> Thursday of each month from 10:30am to 12:00pm

### *Webpage*

<https://www.venturacollege.edu/committees/classified-senate>

## College Outcomes Group (COG)

### *Charge*

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

### *Co-Chairs*

SLO Facilitators

Dean of Institutional Effectiveness

### *Members*

One or more faculty members from each division

All interested classified professionals

### *Meetings*

2<sup>nd</sup> Tuesday of each month from 3:30pm to 5:00pm

### *Webpage*

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



## College Planning Committee (CPC)

### *Charge*

The College Planning Committee (CPC) is a governance committee that makes recommendations to the College President. CPC is responsible for developing the Educational Master Plan and Strategic Implementation Plan, as well as evaluating progress towards the goals of each of these plans. CPC receives regular updates on the Facilities Master Plan and the Technology Master Plan, and also oversees and evaluates the program review program and viability processes.

CPC receives recommendations from the Budget Resource Committee, Guided Pathways Committee, Student Success Committee, and the Accreditation Steering Advisory Group. Recommendations from these committees are reviewed and voted on by CPC before being sent to the College President to ensure that the recommendations align with the Educational Master Plan, and that all relevant processes and procedures have been followed.

### *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*

4<sup>th</sup> Wednesday of each month from 3:45pm to 5:15pm

### *Webpage*

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

## Curriculum Committee (CC)

### *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.

Two workgroups report to the Curriculum Committee that are not displayed on the diagram on page 5. The Philosophy and General Education workgroup, and the Curriculum Technical Review workgroup.

### *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*

1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month from 3:00pm to 4:30pm

### *Webpage*

<https://www.venturacollege.edu/committees/curriculum-committee>

## Distance Education Advisory Group (DEAG)

### *Charge*

The Distance Education Advisory Group exists to meet the instructional, communication, computing, and research needs of the students, and faculty, of Ventura College. The mission of the advisory group 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*

2<sup>nd</sup> Thursday of each month from 3:30pm to 4:30pm

### *Webpage*

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

## Facilities Operations Group (FOG)

### *Charge*

The Facilities Oversight Advisory Group (FOG) is an advisory group that makes recommendations to the Budget Resource Committee (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*

4<sup>th</sup> Thursday of each month from 2:30pm to 3:30pm

### *Webpage*

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

## Faculty Professional Development Committee (FPDC)

### *Charge*

The Ventura College Professional Development Committee creates and fosters opportunities for faculty and staff to grow and improve as professionals. These opportunities should be designed so as to promote and practice better inclusivity and diversity for faculty, staff, and students.

### *Chair*

Faculty Chair appointed by Academic Senate

### *Members*

1 faculty member appointed by AFT  
All other interested faculty

### *Meetings*

TBD – Fall 2019

### *Webpage*

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

## Guided Pathways Committee (GPC)

### *Charge*

The Guided Pathways Committee is an operational committee that focuses 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*

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

### *Webpage*

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

## Professional Development Coordination Council (PDCC)

### *Charge*

- To assess and provide recommendations pertaining to professional development needs, activities and funding for the college at large.
- To synchronize applicable college wide events.
- To plan and implement Flex Day activities aligned with the goals of college-wide plans.
- To engage in continuous process improvement via feedback tools.

### *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 co-chairs listed above

One Academic Senate Executive Board Member

One Classified Senate Executive Board Member

One ASVC representative appointed by ASVC President

### *Meetings*

TBD – Fall 2019

### *Webpage*

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

## Safety and Wellness Group (SWG)

### *Charge*

The Safety and Wellness Group is a college advisory group and alerts management, faculty, staff, and students of matters pertaining to campus safety and health related issues. Members review and update safety practices and recommend additional practices as needed. Committee members visually inspect campus buildings for safety and/or health related issues, which are reported to the committee for appropriate resolution. The committee actively promotes educational safety and dissemination of health related information to the campus community.

### *Co-Chairs*

Maintenance Supervisor  
Student Health Center Coordinator

### *Members*

Campus building monitors  
1 faculty member appointed by AFT  
All other interested faculty and staff

### *Meetings*

4<sup>th</sup> Thursday of each month from 2:30pm to 3:30pm

### *Webpage*

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



## Student Success Committee (SSC)

### *Charge*

The Student Success Committee (SSC) is the operational committee responsible for student success, equity/racial equity, and related initiatives. The SSC integrates and aligns student success efforts into a cohesive strategy through on-going evaluation of data and effective sharing of information campus-wide. SSC makes recommendations to the Executive Team via the College Planning Committee to identify and close equity gaps while continuously improving student success outcomes in accordance with State guidelines, the Student Equity Plan, 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*

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

### *Webpage*

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

## Technology Advisory Group (TAG)

### *Charge*

The Technology Advisory Group monitors compliance with Accreditation Standard IIC 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 Committee (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*

2<sup>nd</sup> Monday of each month from 2:00pm to 3:30pm

### *Webpage*

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

## Councils

### *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* 1<sup>st</sup> and 3<sup>rd</sup> 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

*Members* Dean of Student Services, Assistant Dean of Off Campus Programs, Student Service Supervisors

*Meetings* Once a week

Appendix A  
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 Charge]**

Appendix B  
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]

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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:

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College President Signature Date