PARTICIPATORY GOVERNANCE HANDBOOK 2015-2016

Governance and Planning Committee
Information on the Participatory Governance Structure and Processes at Mission College

MISSION COLLEGE
SANTA CLARA
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Introduction

Purpose of this Handbook

This handbook documents the participatory governance practices in use at Mission College and serves as a guide for faculty, staff, students, and administrators who participate in (or wish to become more involved with) institutional decision-making discussions. This handbook provides an overview of procedures involved in institutional decision-making and summarizes the functions of the different committees. By documenting these practices, the Participatory Governance Handbook promotes a shared understanding of processes, helps to ensure consistent application of policy, encourages broad participation in campus matters, and supports continuous quality improvement of institutional practice.

Participatory Governance in the California Community Colleges – an Overview:

The history of the California Community College system includes AB 1725, an approved piece of legislation which directed the California Community College Board of Governors to develop regulations which “ensure faculty, staff, and students (have) the opportunity to express their opinions at the campus level, and to ensure that these options are given very reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.” (70900.5)

For faculty, these regulations are contained in Title V, section 51023 and again, specific to Academic Senates, in section 53201. Regulations pertaining to classified staff are contained in section 50123.5 and for students in section 50123.7.

WVMCCD Board Policies supporting Title V regulations are contained in District Policies (Chapter 2, Page 36): http://www.wvm.edu/documents.aspx?fid=26324&doc=26745&year=0&excludeyear=1

Participatory Governance at Mission College – an Overview:

Participatory governance, broadly defined, refers to a set of practices through which all constituencies of an institution participate in significant decisions. At Mission, participatory governance includes the active participation of staff, faculty, student, and administrator constituency groups. This structure enables and empowers all members of the institution to participate in the discussion of important issues, and through this dialogue, in institutional efforts to improve practices, programs, and services, all in support of student learning (see Appendix c, Integrated Budget Allocation and Program Review Process).

Committees, both standing and ad hoc, rely heavily on the participation and leadership of faculty, classified staff, students, and administrators. The specific functions of individual committees vary depending on the committee’s charge, the topic or problem under discussion, and the committee’s predefined role in planning and governance activities. Generally speaking, however, the majority of
Standing committees on campus report into one of the three primary bodies: Governance and Planning (GAP), Academic Senate, and Student Services Council. More detailed information about the functions of each committee can be found in the Committee Directory (beginning on page 9 of this handbook). The Governance and Planning Council (GAP) is the highest participatory governance body at the college and includes representatives from Academic Senate, Classified Senate, Associated Student Government, Administration, and ex-officio members of the collective bargaining units.
Organizational and Governance Structures

District Organizational Structure and Leadership

The West Valley Mission Community College District operates in a participatory governance model, with constituents from both colleges and district administrative services participating on district shared governance committees. The District Council is the highest level district-wide participatory governance body and is focused on strategic planning and policy, especially the critical linkage of planning and budgeting.

Board of Trustees

Mission College is one of two colleges in the West Valley Mission Community College District, with a Board of Trustees elected by residents of the district. In representing the citizens of the district, the Board bears primary responsibility for the fulfillment of the stated mission of the colleges and is ultimately responsible for the integrity and financial stability of the district and its colleges. The Board acts as the final voice on institutional decisions (subject to the laws and appropriate regulations of the state legislature and the California Community College Chancellor’s Office) and holds final authority on all matters of policy and resource allocation.

Chancellor

The Chancellor reports directly to the West Valley Mission Community College District Board of Trustees. In addition to executing the Board’s decisions, the Chancellor provides policy recommendations to the Board and administers Board policies. The Chancellor is authorized to issue any administrative procedure or regulation in the furtherance of these Board policies which is not in conflict or inconsistent with or preempted by any law.

District Council

The District Council (DC) functions as the highest level District-wide participatory governance body focusing on strategic planning and policy, especially the critical linkage of planning and budgeting. It is the official conduit for communication between the Mission College Governance and Planning Council, the West Valley College Council, the District Administrative Services Council, the Chancellor, and the Board of Trustees. Opportunity is provided for input from all District constituencies. The Council encourages open communication and respects the needs and expectations of faculty, classified staff, students, and administrators. The Council promotes the achievement of the college’s mission, goals, and priorities. It strengthens relationships among faculty, classified staff, administrators, and students, as well as with the statewide community college system.

Institutional Organizational Structure and Leadership
Individual departments and service areas at Mission College are grouped into one of three
administrative units (Instruction, Administrative Services, or Student Services), based on whether their
primary role is academic, administrative, or student support. A vice president leads each administrative
unit, supported by a team of deans and/or managers. Some service areas, such as the Offices of
Institutional Research and Marketing, report directly to the President. (See Appendix B for the District
administrative organizational chart).

President

The President reports directly to the Chancellor of the West Valley Mission Community College District.
The President, as the college’s chief executive officer, is responsible for implementation of District
policies at the College. The president oversees the executive cabinet and the president’s cabinet.

Vice Presidents

The vice presidents serve as the chief administrative officers for their respective units. The three vice
presidents report to the president and participate in the Executive Cabinet (comprised of the President,
Vice President of Instruction, Vice President of Student Services, and the Vice President of
Administrative Services) and the President’s Cabinet (comprised of the members of the Executive
Cabinet, and the Deans and Directors of the college’s divisions and departments).

Participatory Governance Committees

These committees are made up of representatives designated from all four constituencies – Academic,
Classified, Administration, and Students - to act in an advisory capacity. These committees meet on a
regular basis to address institutional topics or areas of responsibility. The charge of Mission College
participatory governance committees is to communicate ideas, concerns, and recommendations
through dialogue and discussion within and between groups. Participatory governance committees
report directly to the highest of the participatory governance bodies, the Governance and Planning
(GAP) committee (see Figure 1: Mission College Constituencies and Committees Org Chart).

Participatory governance committees communicate with each other regarding integrated decision
making and planning, and to ensure that attention is focused on ensuring that student learning
outcomes are vital and at the forefront of the College’s decision making. Representatives from Mission
College participatory governance committees may also be asked to serve on District Committees.

Standing Committees

Standing committees are not required to have cross constituent representation, although appropriate
representation for the committee charge is strongly suggested. Each standing committee considers
matters pertaining to procedural and/or systems issues defined by the role of the members. Standing
committees complete ongoing work for operational units. Standing committees have a clear charge and
a constituency report or responsibility but do not mandate formal representation or institutional
reporting unless requested.
**Ad Hoc Committees**

Ad Hoc Committees are working groups created by a participatory governance committee or a standing committee to address and make recommendations on a particular subject. Members may come from the charging committee or may be selected from outside of that process. Frequency and regularity of meetings is left to the membership.

**Task Forces**

A task force is a constituency represented group specifically convened by and reporting to any participatory governance committee or constituency to address a special college-wide subject or issue and meets until the subject/issue is resolved or completed.

**Figure 1: Mission College Constituencies and Committees Org Chart**

This chart reflects the constituent, participatory governance, and committee structures at Mission College. Governance and Planning Council (GAP) and the committees reporting to it are the participatory governance bodies. The chart was updated in Spring 2015 to reflect the addition of the Art on Campus committee, the consolidation of the Student Equity and Student Success committees, and the establishment of the Organizational and Professional Development Committee.
Constituent Group Responsibilities in Participatory Governance

Faculty Governance

The Academic Senate is responsible for formal recommendations regarding academic and professional matters per California Code of Regulations Title 5 Section 53201. The Academic Senate consists of both full time and associate faculty representation. Academic Senate meetings are open and all faculty are encouraged to communicate regularly with their representatives and to participate in Senate sponsored events, activities, and meetings. Senate minutes are posted on the Academic Senate website http://www.missioncollege.edu/senate.

The Senate is also responsible for appointing faculty to college and district participatory governance committees, peer review teams, and various college and district ad hoc committees. In addition, the Senate maintains standing committees that provide input into the prioritization process for new planning and resource requests through their appointments to the Program Review Committee, CBAC, and GAP.

The Senate President meets regularly with the College President and other campus leadership through the President’s Roundtable and also meets with the Vice President of Instruction to ensure college-wide faculty concerns are communicated and discussed.

Classified Governance

The Mission College Classified Senate represents the concerns and interests of the Mission College Classified Staff in participatory governance, collects, evaluates, and disseminates information for the classified staff, and promotes staff professionalism and development. The Senate is responsible for representing all classified in the participatory governance processes of the college and district (See Education Code Section 70901.2, California Code of Regulations Title 5 Section 51023.5).

Classified Senate is responsible for appointing classified staff to college and district participatory governance committees and various college and district ad hoc committees. Additional information regarding the Classified Senate is posted on the Classified Senate website: http://www.missioncollege.edu/senate_classified/index.html

The Classified Senate is responsible for appointing classified representatives to college and district participatory governance committees. The Senate provides input to the prioritization process for new planning and resource requests through their appointments to the College Budget Advisory Committee and GAP. In addition, the Senate President meets regularly with the College President and other campus leadership at the President’s Roundtable to ensure college-wide classified concerns are communicated and discussed.
**Student Governance**

The Associated Student Government (ASG) holds elections on an annual basis. The elected offices are: President, Vice-President, Student Trustee, Finance Director, Activities Director, Recruitment Director, and Senators (6). These student leaders represent student issues and voice opinions, participate in decision-making process, and discuss school activities and projects. The ASG is responsible for appointing students to college and district participatory governance committees. The ASG provides input to the prioritization process for new planning and resource requests through their appointments to the CBAC and GAP committees. The ASG President also meets regularly with the College President at the President’s Roundtable to discuss student issues or concerns. Students have a responsibility to gather information from these meetings and to disseminate this information to, and collect feedback from, their student peers. Additional information regarding ASG can be found on the ASG website: [http://www.missioncollege.edu/student_services/asg/index.html](http://www.missioncollege.edu/student_services/asg/index.html)

**Administrator Governance**

The Executive Cabinet, made up of the President and the Vice Presidents, meets as a part of the President’s Cabinet, which consists of the President, Vice Presidents, Deans, and Directors. Not a participatory governance committee, this group appoints administrative representation to college and participatory governance committees as part of the job duties included in each administrative position. More information regarding President’s Cabinet and other administrative functions can be found on the President’s Office website: [http://www.missioncollege.edu/gen_info/president/index.html](http://www.missioncollege.edu/gen_info/president/index.html)
This process model was developed in 2012 to reflect the College’s decision making process from proposal through the participatory governance and administrative functions, and finally to the President for approval or denial. It reflects the implementation and assessment cycles that are triggered when a proposal is approved. It also includes a modification path for proposals that are met with denial so that revision can be made if needed.
Constituent Representative Roles and Expectations

The aforementioned participatory governance bodies have roles and responsibilities defined in WVMCCD Board Policies (Sections 2.17, 3.2.6 and 3.3.4.). It is assumed that constituent representation on any committee serves as the voice and vote for that constituency. Each representative is responsible for notifying its constituency of committee information and decisions.

Constituent representatives participate in the evaluation of participatory governance planning processes and support the institutional commitment the assessment of student outcomes and continuous quality improvement.

The highest level participatory governance committee at Mission College is GAP (Governance and Planning). In order to ensure timely participatory governance process and systems, it is incumbent upon each GAP representative to be prepared to discuss and vote within a two meeting GAP timeline (this committee meets twice a month).

Representational communication can be completed through face to face meetings, technology or other means but cannot impede the progress of college business by delaying participation beyond the two meeting deadline. Deadlines can be adjusted by GAP dependent on the needs of the constituent groups.
Planning and Budget Tenets for Committees

**Budget Tenets:**

The goal for integrated planning and budget is to provide the college with the opportunity to examine the needs of the institution in relationship to strategic planning before recommendations or decision making occurs. The tenets used by Mission College as part of the integrated planning model include:

- Development and adherence to a cyclical process that includes annual assessment of our integrated planning/resource model. Review of the process is conducted by the Institutional Effectiveness Committee on an annual basis.
- Planning and budget allocation will foster innovation as well as strategic needs for units.
- Planning and budget will provide some flexibility for units who may need allocations specific to emerging data or urgent need.
- Planning and budget will be aligned with the college’s Strategic Planning priorities which are directly linked to institutional program reviews and student learning outcomes assessments, strategic planning goals and action plans.
- Planning and budget allocations include ongoing assessment and evaluation of the impact of expenditures including accountability to effectiveness and improvement.
- Planning and budget will increase collaborative understanding of college processes and will increase awareness of effective planning and budget recommendations.
- Planning and budget processes will assume that the process impacts all funds and that planning and allocations directly related to categorical or restricted funds will have prioritization of program need(s) related to those funds.

**Budget Planning and Review shall include review of:**

- Efficiencies and cost savings
- Leveraging of resources where possible
- Reductions when necessary
- Additional program resources through grants
- External revenue generation and In-Kind revenue
- Total cost of ownership
Committee Directory
MISSION COLLEGE COMMITTEE LISTING
COMMITTEE NAME: ART ON CAMPUS

New committee in 2015-2016.

Committee Charge: TBD

Type of Committee:

Sub-Committee Reports to:

Frequency of Meeting:

Meeting Day and Time:

Meeting Location:

Committee Chair(s):

Length of Chair Term:

Core data:

Committee membership:
MISSION COLLEGE COMMITTEE LISTING

COMMITTEE NAME: COLLEGE BUDGET ADVISORY COMMITTEE (CBAC)

Committee Charge: CBAC is a participatory governance committee guided by the representation and feedback of Academic Senate, Classified Senate, Associated Student Government, and administrative representation. The charge is to guide the overall budget process, implementation and timeline as part of institutional planning. Responsibilities of CBAC include review of strategic planning resource requests; review and evaluation of available funding sources as well as recommendations for budget allocations to GAP. This committee ensures processes are aligned with accreditation standards and state and federal funding guidelines.

Type of Committee: Participatory Group

Committee Reports to: GAP

Frequency of Meeting: Bi-Weekly

Meeting Day and Time (if routine): 2nd and 4th Wednesdays, 12:30 – 2:00 PM

Meeting Location: CC-217

Committee Chair(s): Vice President of Administrative Services

Length of Chair Term: Ongoing by virtue of position

Contact Person (if different than Chair): Same

Core data: Program Review resource requests, college and district budgets

Committee membership: Term length is 2 years. Student participation subject to academic schedule and senate appointment.
**MISSION COLLEGE COMMITTEE LISTING**  
**COMMITTEE NAME:** FACILITIES/SAFETY COMMITTEE (FSC)

**Committee Charge:** FSC oversees college facilities related issues including maintenance, space allocation, remodeling and construction. The committee will facilitate the college’s emergency preparedness plan. FSC will assist the college in determining its response to the accreditation self-study and will make recommendations GAP regarding how the college can better meet the facilities mandates.

<table>
<thead>
<tr>
<th>Type of Committee:</th>
<th>Participatory Group – with specific areas being represented</th>
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<tbody>
<tr>
<td>Committee Reports to:</td>
<td>Historically this was an advisory committee to the president. Now reports to GAP.</td>
</tr>
<tr>
<td>Frequency of Meeting:</td>
<td>Bi-Weekly</td>
</tr>
<tr>
<td>Meeting Day and Time (if routine):</td>
<td>Thursdays 12:30 PM – 2:30 PM; see committee website for dates</td>
</tr>
<tr>
<td>Meeting Location:</td>
<td>Varies from semester to semester</td>
</tr>
<tr>
<td>Committee Chair(s):</td>
<td>Co-Chairs: Vice President of Administrative Services &amp; Faculty</td>
</tr>
<tr>
<td>Length of Chair Term:</td>
<td>2 years for faculty/staff by election; Administrator ongoing by virtue of position</td>
</tr>
<tr>
<td>Contact Person (if different than Chair):</td>
<td>Either of the co-chairs</td>
</tr>
<tr>
<td>Core data:</td>
<td>Facilities work order system data, facilities survey data, program review resource requests</td>
</tr>
<tr>
<td>Committee membership:</td>
<td>Term length is 2 years. Student participation subject to academic schedule and senate appointment.</td>
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MISSION COLLEGE COMMITTEE LISTING

COMMITTEE NAME: GOVERNANCE AND PLANNING COUNCIL (GAP)

Committee Charge: To serve as an overall coordinating body in the governance of Mission College. The body will coordinate initiatives that arise from either internal college business or opportunities presented by the community. The group will serve as a planning body and provide advice to and consultation with the President and, at times, through her to the Chancellor and the Board of Trustees. The group will serve as a body to which appeals can be made if decisions of the constituent bodies are in excessive conflict.

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<tr>
<th>Type of Committee:</th>
<th>Participatory Group</th>
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<tbody>
<tr>
<td>Committee Reports to:</td>
<td>President</td>
</tr>
<tr>
<td>Frequency of Meeting:</td>
<td>Twice monthly</td>
</tr>
<tr>
<td>Meeting Day and Time (if routine):</td>
<td>1st and 3rd Wednesdays, 12:30 – 2:00 PM</td>
</tr>
<tr>
<td>Meeting Location:</td>
<td>CC-218-219</td>
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<tr>
<td>Committee Chair(s):</td>
<td>College President</td>
</tr>
<tr>
<td>Length of Chair Term:</td>
<td>Ongoing by virtue of position</td>
</tr>
<tr>
<td>Contact Person (if different than Chair):</td>
<td>Same</td>
</tr>
<tr>
<td>Core data:</td>
<td>Reports from subcommittees</td>
</tr>
<tr>
<td>Committee membership:</td>
<td>Term length is 2 years. Student participation subject to academic schedule and senate appointment.</td>
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MISSION COLLEGE COMMITTEE LISTING

COMMITTEE NAME: GRANTS / ALTERNATE RESOURCES / EXTERNAL FUNDING COMMITTEE

Committee Charge: This committee reviews and recommends to GAP additional external resources as a part of the ongoing college planning process. The committee provides training and opportunity for external funding options as part of the college program review process, and/or strategic planning. The committee discusses and recommends grants/alternate resources and/or external funding appropriate to college planning and provides realistic assessment of funding requirements and institutional fiscal responsibility for such funding. This committee shepherds the grants development process and monitors the implementation and management of externally funded projects.

Type of Committee: Participatory Group
Sub-Committee Reports to: GAP
Frequency of Meeting: As Needed
Meeting Day and Time (if routine): As Needed
Meeting Location: S1-305
Committee Chair(s): Appointed by the President
Length of Chair Term: 2 years
Core Data: Program review resources requests, grant applications, budgets, and progress reports, environmental scans
Committee Membership: Term length is 2 years; student participation subject to academic schedule
MISSION COLLEGE COMMITTEE LISTING
COMMITTEE NAME: INSTITUTIONAL EFFECTIVENESS COMMITTEE

Committee Charge: The Institutional Effectiveness Committee is a standing committee that reports to the Governance and Planning committee. The charge is as follows:

- to review institutional planning activities for completion
- to develop institution-set standards
- to evaluate performance on institutional effectiveness measures and work with responsible parties to develop improvement plans when those measures fall short of college standards

This committee ensures that college integrated planning processes and institutional effectiveness measures are aligned with accreditation standards and are communicated broadly to college constituencies.

Type of Committee: Participatory Group
Sub-Committee Reports to: GAP
Frequency of Meeting: Bi-Weekly
Meeting Day and Time: 2nd and 4th Wednesdays, 4 – 5 PM
Meeting Location: S1-305 (Community Ed Conference Room)
Committee Chair(s): Director of Research, Planning, and Institutional Effectiveness
Length of Chair Term: Ongoing
Core data: Disaggregated student performance data, institution set standards, program review data
Committee membership: Term length is 2 years. Representatives to include all constituents.
MISSION COLLEGE COMMITTEE LISTING

COMMITTEE NAME: MARKETING ADVISORY COMMITTEE

Committee Charge: To review research data, recommendations, available budgets and the college’s enrollment objectives, and collectively advising the Marketing Director and staff of marketing opportunities and priorities. The committee members would also be expected to assist with marketing activities wherever possible, or secure the support of staff who could. The committee members would also support outreach efforts and assist with campus events and event planning.

Type of Committee: Participatory Group
Sub-Committee Reports to: GAP
Frequency of Meeting: Monthly
Meeting Day and Time: 2nd or 3rd Thursdays, 12:00 – 1:00 PM (see website for dates)
Meeting Location: SE3-104
Committee Chair(s): Director of Marketing
Length of Chair Term: 2 years
Core data: Enrollment and environmental data, college budget
Committee membership: Term length is 2 years; student participation subject to academic schedule.
MISSION COLLEGE COMMITTEE LISTING

COMMITTEE NAME: ORGANIZATIONAL AND STAFF PROFESSIONAL DEVELOPMENT COMMITTEE

Committee Charge: The Organizational and Staff Professional Development Committee will be constituted as a standing committee. This committee will report to GAP. The committee will guide implementation, oversight and review of the Mission College Organizational and Staff Professional Development Plan. The committee will make recommendations to the college on policies regarding professional development, will plan development activities, and will serve as liaison to the District on staff development policies and procedures.

The Committee will review and make recommendations regarding staff/professional development accreditation standards. Two ad hoc committees will operate under the umbrella of the Organizational and Staff Professional Development Committee:

1) The Faculty Professional Development Committee will have 2 to 4 members appointed by the Academic Senate with the charge of developing a recommended Fall and Spring Faculty Flex Day schedule. Two members of the ad hoc committee will serve as representatives on the Organizational and Staff Professional Development Committee.

2) The Classified Professional Development Committee will have 2 to 4 members appointed via the Classified Senate with the charge of recommending staff professional development opportunities. Two members of the ad hoc committee will serve as representatives on the Organizational and Staff Professional Development Committee.

Type of Committee: Standing Committee

Sub-Committee Reports to: GAP

Frequency of Meeting: Monthly

Meeting Day and Time: 2nd Thursday, 1:30 – 2:30 PM

Meeting Location: Library Instruction Room

Committee Chair(s): Vacant

Length of Chair Term: 2 years

Core data: Flex Day survey data, faculty and staff climate survey data

Committee membership: Term is 2 years.
COMMITTEE NAME: OUTCOMES ASSESSMENT COMMITTEE (OAC)

Committee Charge: To oversee the implementation of the Student Learning and Service Area Outcomes and Assessment process at Mission College.

Type of Committee: Participatory Group
Committee Reports to: GAP
Frequency of Meeting: Bi-Weekly
Meeting Day and Time (if routine): 1st and 3rd Thursdays from 1:00 to 2:00 PM
Meeting Location: S1-305
Committee Chair(s): Faculty Representative
Length of Chair Term: 2 years
Contact Person (if different than Chair): Same
Core data: SLO, PLO, ILO, and SAO assessments
Committee membership: Term length is 2 years. Student participation subject to academic schedule and senate appointment.
MISSION COLLEGE COMMITTEE LISTING
COMMITTEE NAME: STUDENT EQUITY COMMITTEE

Committee Charge: The committee will review institutional and state data to make recommendations on activities and policies that focus on three major areas 1) student equity; 2) completion and retention; 3) student engagement.

The committee will be responsible for updating and reviewing plans for Student Equity and Matriculation. The committee will inform the college on both identified needs and progress towards goals included in the plans.

Review of data is to include components included in state reporting or federal reporting in addition to internal data. Such a review will lead to recommendations on changes in policy or practice in order to improve student success and student engagement as well as to ensure accuracy in reporting.

Type of Committee: Participatory Group

Committee Reports to: GAP

Frequency of Meeting: twice monthly

Meeting Day and Time (if routine): 1st and 3rd Mondays, 2:00 – 3:30 PM

Meeting Location: Main Building, Conference Room A, E1-701

Committee Chair(s): Richard Alfaro

Length of Chair Term: 2 years

Contact Person (if different than Chair): Same

Core data: data from student equity plan; disaggregated student performance data

Committee membership: Term length is 2 years with some positions ongoing due to the programs/offices they represent (DSPS, CalWORKS, VPSS, and Financial Aid). Student participation subject to academic schedule and senate appointment.
MISSION COLLEGE COMMITTEE LISTING

COMMITTEE NAME: SUSTAINABILITY COMMITTEE

Committee Charge: Committee activities will serve to accomplish the following: act as a resource and knowledge base for campus sustainability decisions; help Mission develop a “green” identity in both curricula and practice; provide information and outreach to increase campus awareness.

Committee will support institutional planning activities by assisting to implement goals that are compatible with the college’s sustainability goals.

Committee will encourage the college to determine resource usage data and set goals for progressive resource reduction.

Type of Committee: Participatory Group

Sub-Committee Reports to: GAP

Frequency of Meeting: Monthly

Meeting Day and Time: Wednesdays, 11:00 PM – 12:30 PM (see website for dates)

Meeting Location: Facilities Conference Room

Committee Chair(s): Faculty or Staff

Length of Chair Term: Two years

Core Data: Suggested Sustainable practices at Mission:

California Community College’s Sustainability template:
http://extranet.cccco.edu/Divisions/FinanceFacilities/Sustainability/CCCSustainabilityPlanTemplateFiles.aspx

Committee Membership: Term length 2 years; student participation subject to academic schedule.
MISSION COLLEGE COMMITTEE LISTING

COMMITTEE NAME: Technology Committee

Committee Charge: Develops the Institutional Technology Plan through review and implementation of program review and strategic planning needs; identifies areas of technology infrastructure need, instructional need, staff need, and innovation appropriate to technology. Acts as the planning body for Technology planning and evidence noted throughout the accreditation process and self study. The committee representation encourages holistic technology dialogue and discussion and works with other committees on integrated committee goals (i.e. Professional and Staff Development, Distance Education, etc.) appropriate to college planning.

Type of Committee: Participatory Group

Sub-Committee Reports to: GAP

Frequency of Meeting: Bi-Weekly

Meeting Day and Time (if routine): Second and Fourth Tuesdays 1:00 PM - 2:30 PM

Meeting Location: GC-205

Committee Chair(s): Pat Hudak

Length of Chair Term: Two Years

Contact Person (if different than Chair):

Core Data: Student Technology Survey, Faculty Technology Survey, College Technology Plan

Committee Membership: Term length is 2 years; student participation subject to academic schedule.

Makeup of the Committee:

1 faculty for each Division = 6 (if a division doesn’t appoint a representative, an at-large representative will be appointed by Senate), 2 Administrators, 2 Students, 2 Classified.

Total: 12 members

De facto members: Library Services, Web Master, DSPS, Education Technology Services (ET&S) Chair
Appendix A

PARTICIPATORY GOVERNANCE ANNUAL REPORT SUBMITTED TO GAP

Committee Name:

Date of Approved Report:

Please list the committee goals (milestones) for the year and note whether they are:

1. Completed
2. In Progress
3. Continued to Next Year
4. Deleted

Please just put the number next to the goal.

If completed, please answer the following question and add to the goal summary:

“If the goal/milestone is completed, please give three to five sentences on how the completion of the goal/milestone has helped to make Mission College a more effective learning institution”

If in progress, please list the items completed and what needs to be completed next year (with a tentative timeline for completion if possible).

If continued to next year, please itemize the steps to be taken to complete the goal/milestone and give a tentative timeline for completion.

If deleted, please give a one sentence response as to why the goal has been deleted.

Thank you to the Committee from GAP for your diligence this year. Please send this summary to the committee as part of its final information review, and include it in the agenda for the GAP meeting at which you will present your committee’s annual update.

Please contact Linda Angelotti for deadline submittal dates and possible oral report timelines.
This process model reflects improvements to the budget allocation and program review process that came about as a result of an evaluation of the process in 2014-2015. The model reflects a shift in the resource request prioritization process to begin it at the department- and division-levels (rather than at the CBAC and other committee levels as it was in prior iterations). It also reflects a change to the role of the Institutional Effectiveness Committee, which no longer is a prioritization body, but has shifted to a new role as evaluation of the effectiveness of the whole process.
Appendix C

Glossary

**Ad hoc committee:** A working group created by a participatory governance committee or a standing committee to address and make recommendations on a particular subject.

**Enrollment:** Broadly, the number of students attending the College in a given term

  **Headcount:** The number of individual students enrolled at the College in a given term (Regardless of the number of courses in which a student is enrolled, each student is counted only once).

  **Enrollment (duplicated)** – also known as **Seatcount:** The number of course enrollments at the College in a given term. (For example, 1 student enrolled in 3 courses would be counted as 3 enrollments.

  **FTES:** Full Time Equivalent Student: A term used to represent one student enrolled full time for an academic year. (The assumption is 1 student enrolled in 5 classes per primary term at 3 hours per course per week, attending 2 primary terms [fall and spring]). FTES is the basis upon which the College receives its funding.

**Participatory governance:** A set of practices through which all constituencies of an institution participate in significant decisions (see Introduction, page 2)

**Standing committee:** A non-constituent-representative group that completes ongoing work for operational units and that considers matters pertaining to procedural and/or systems issues defined by the role of the members.

**Task force:** A constituency-represented group specifically convened by and reporting to any participatory governance committee or constituency to address a special college wide subject or issue and meets until the subject/issue is resolved or completed.