



**2010-2013  
PARTICIPATORY GOVERNANCE,  
STANDING, ADVISORY AND AD-HOC  
COMMITTEE MANUAL**

*Adopted October 2010*

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

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# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **Introduction**

Participatory governance is intrinsic to Oxnard College fulfilling its Mission, namely,

***“Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations.***

***“As a unique and accessible community resource, our mission is to provide and promote student learning:***

- ***Transfer, occupational, and general education, second language acquisition, and basic skills development;***
- ***Student services and programs;***
- ***Educational partnerships and economic development; and***
- ***Opportunities for lifelong learning.***

***“Oxnard College intends to lead its community to fulfill its highest potential.”***

Participatory governance is not limited to top level managers and staff. Embedded in the principle of participatory governance is the importance of all students, staff, faculty and administrators, and the value their contributions have to Oxnard College.

To that end participatory governance is not limited to constituent and/or division/departments' involvement on committees, but must be part of daily life for all members of each constituency and/or division/departments, as we listen to one another and learn from the expertise each brings to the fulfillment of Oxnard College's Mission as a community college. We further commit to utilizing our human resources to facilitate creativity and development to the benefit of our institution and our students.

Respect and access are critical parts of making this concept work. Participatory governance must be part of all our interactions, and we must make interaction habitual in decision making. Critical to participatory governance is the access all employees are obligated to give to one another, whether student, staff, faculty or administrator.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **Definition**

Participatory governance is the commitment to (1) ensuring that all college constituencies and/or division/departments have the right to participate effectively in district and college governance, and (2) ensuring that the academic senate assumes “primary responsibility for making recommendations in the areas of curriculum and academic standards” (Education Code 70902[b][7]).

Participatory governance making may be accomplished through either relying primarily on the advice of the academic senate and other constituencies or through collegial consultation which results in a written, mutual agreement (Title 5, California Code of Regulations). The Board of Trustees of the Ventura County Community College District has adopted the collegial consultation model (Board policy adopted 4/2/91).

## **Philosophy**

Oxnard College embraces the principles of participatory governance embodied in AB1725 and Title 5. As a reflection of that commitment, we strive to include all campus constituencies and/or division/departments – students, classified staff, faculty and administration – in the consultation and decision making discourses.

While the Board of Trustees of the Ventura County Community College District has adopted a policy regarding participatory governance for the district, this internal Oxnard College policy seeks to extend that policy to the college level.

## **Appointment and Role of Committee Members**

Committee members shall be appointed by their representative constituency, specifically, the President shall appoint managers to committees, the Academic Senate shall appoint faculty to committees, the SEIU (per §4.11) in consultation with the Classified Senate shall appoint classified member to committees, and the Associated Student Government shall appoint student members to committees. The role of committees is to represent their respective constituency groups as noted in the sections below and provide input and feedback to their constituency groups on the activities of the Planning and Budgeting Committee.

## **Role of Administration in Participatory Governance**

The Oxnard College administration consults with and welcomes the advice and judgment of faculty, staff and students on college issues. The president and administration of Oxnard College commit to consulting with the academic senate on college-related “academic and professional matters” as defined in both Board policy and Title 5, Sec. 53200(d)(2).

The Oxnard College administration commits to (1) listen to advice in a nonjudgmental manner, (2) consider and be open to all ideas presented, and (3) strive for mutual agreement represented by written resolution, regulation or policy of the governing board. In instances when mutual agreement is not reached, and/or academic senate recommendations are not accepted, the administration agrees to explain in writing its perceptions regarding the lack of agreement and the rationale for the action taken [as directed by both Board policy and Title 5, (Sections 53200-53204)].

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **Role of Faculty in Participatory Governance**

The Board of Trustees of the Ventura County Community College District has committed to collegial consultation and written mutual agreements with the academic senates in the areas of academic and professional responsibility. That participatory governance refers to (but is not limited to) the eleven areas of academic and professional responsibility specified in Title 5 (Sections 53200-53204). Those eleven areas are:

- 1) Curriculum
- 2) Degree and certificate requirements
- 3) Grading policies
- 4) Educational program development
- 5) Student preparation and success
- 6) District and college governance structures as related to faculty roles
- 7) Faculty roles and involvement in the accreditation process
- 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 between the governing board and academic senate

As an extension of the district policy, Oxnard College also commits to collegial consultation on the above issues. The academic senate and senior administration strive to reach mutual agreement on issues that arise in any and all of the eleven areas, and those mutual agreements (or reasons for the lack thereof) are in writing. In keeping with Board policy and Title 5, Oxnard College recognizes that the advice and judgment of the academic senate will normally be accepted in matters related to these eleven areas and that, when the advice and judgment of the academic senate is not followed, the senate may request and shall receive an explanation in writing.

## **Role of Classified Staff in Participatory Governance**

In the case of the classified staff, Title 5, Section 51023.5 specifically requires that the District's Board of Trustees "adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance." In accordance with law and district policy, Oxnard College promotes, supports and encourages classified staff participation in campus and district committees, and provides classified staff with opportunities to participate in formulation and development of policies of procedures. To that end, Oxnard College consults collegially with selected representatives of classified staff. Consultation includes all areas "which will have a significant effect on staff," but which exist outside the collective bargaining arena. This includes, but is not limited to, areas that affect staff environment and morale. As specified in collective bargaining contracts between the district and classified staff, the college actively endorses classified membership on contractually mandated committees.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **Role of Students in Participatory Governance**

Oxnard College is also committed to ensuring a role for students in the governance process, in accordance with AB1725, Title 5, (Section 51203.7), and the policy of the Board of Trustees of the Ventura County Community College District (Section F.01). Board policy states:

“The District believes that the recognition of students as full members of the learning community requires their participation in the formulation of district and college policies that have, or will have, a ‘significant effect on students.’”

“The District further believes that the inclusion of students in governance ensures representation of the student constituency, as well as the development and implementation of effective student policy.”

“The District recognizes the Student Body Association on each campus as the official representative body of the students.”

“The District believes that each Student Body Association has the right to representatives on each district-wide committee, and that the representatives will be selected by their respective Student Body Association.”

“The District commits to the development of procedures and standards for student participation in each college and district-wide committee in a timely manner and with the full involvement of students.”

As an extension of the district policy to the campus, Oxnard College recognizes the Associated Student Government (ASG) as the representative body for students, and seeks the advice and consultation of ASG designees in all matters affecting students.

## **Participatory Governance Committee Structure**

The participatory governance process developed at Oxnard College is based on an overlapping of a division/department model structure with representative bodies (e.g., the Academic Senate, the Classified Senate, and the ASG). Division/department representatives are the chief means by which to facilitate communication flow. Participatory governance committees include representative membership from the Academic Senate, the Classified Senate, and the ASG, as well as management, departments/division, and union representatives. All five of the participatory governance committees also represent all constituency groups. Of the six participatory governance committees PEPC forwards information as appropriate to the Planning and Budgeting Council (which is the main recommending body). Planning and Budgeting Council recommends to the College President. In addition, at the beginning of each academic year, committees will determine their rules of operation, including setting quorums and membership lists, for example.

## **Standing Committee Structure**

Advisory Committees are not part of the “participatory governance” rules as specified by Title 5 but provide recommendations on topics/issues related to the purpose of the committee.

## **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

Committees shall submit recommendations to the appropriate manager for consideration to implement, change and improve activities related to their charge. Depending on the nature of the recommendation, the President may be involved as deemed necessary.

### **Advisory Committee Structure**

Advisory Committees provide recommendations to Career and Technical Education programs on curriculum matters, needs for programs, changing skills requirements, etc.

### **Ad-Hoc Committee Structure**

Ad-Hoc Committees are formed as needed to address single events or topics where specific activities need to be completed. Membership is on a voluntary basis and fluid as required by the activity.

### **Review Process**

Major formative reviews of this document and processes at Oxnard College will be conducted by the President in concert with the faculty and classified senate every three years. However, self-appraisal by participatory governance and standing committees shall be conducted annually.

### **Brown Act**

Participatory governance committees are subject to the Brown Act requiring posted agendas 72 hours prior to each meeting as well as other parameters affecting the conduct of meetings. (See Appendix C)

Visitors are welcome to all committees on campus.



# **SECTION ONE**

# **Participatory Governance Committees**

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE**

### **AUTHORITY**

The Campus Use, Development, and Safety Committee derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

### **PURPOSE**

The Campus Use, Development, and Safety (CUDS) Committee is the primary committee charged with monitoring campus-wide issues relating to campus use, development, and safety, and making recommendations to remedy any problems arising from these issues that affect the operations and maintenance of facilities, and the safety of students and staff of Oxnard College. This committee directly supports Item No(s). 4, 5, 10 under 10+1.

### **MEMBERSHIP**

Members are to appointed/selected annually.

Members have the following responsibilities:

- Regularly walk the campus in order to provide written notice of safety concerns
- Attend committee meetings on a monthly basis

The CUDS Committee membership is as follows:

#### **Co-Chairs**

- Vice President of Business Services
- Full-time faculty member

#### **Permanent Committee Members**

- Health Center Coordinator
- Campus Police
- Director of Maintenance and Operations

#### **Voting Members**

- One management representative (appointed by Deans' Council)
- One academic senate representative (appointed by Academic Senate)
- One student representative (appointed by Associated Student Government)
- One classified representative (selected per SEIU Agreement §4.11)

#### **Instructional**

- Business Department Representative
- Dental Hygiene Department Representative/Addictive Disorders Studies

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE (continued)

### Instructional (continued)

- Fine Arts Department Representative
- Letters Department Representative
- Math Department Representative
- Physical Education/Athletics/Health Department Representative
- Sciences Department Representative
- Social Sciences Department Representative
- Technology Department Representative

### Student Services

- Admissions & Records
- Counseling/Matriculation/Transfer Center Representative
- Educational Assistance Center/Health Center Representative
- EOPS Representative
- Library/Learning Resources Representative
- Student Activities Specialist

### Business Services

- Bookstore/Publications Representative
- Fiscal Services/Student Business Office Representative
- IT Representative
- Maintenance & Operations Representative

### Ex Officio Members

- Executive Vice President, Student Learning
- Risk Management

### GOALS

- To oversee the coordination of the OC emergency plan.
- To promote informed and constructive dialogue for the effective development of a safe work environment.
- To coordinate with the appropriate committees so that campus use and development occurs through the participatory governance process.

### ACTIVITIES

In order to accomplish the above goals, the CUDS Committee:

- Reviews, addresses, and reports safety issues in a timely manner.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## ***CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE*** (continued)

### *ACTIVITIES (continued)*

- Annually reviews lighting, signage, building names, maps, way-finding (addresses the experience a person has when entering a campus facility).
- Reviews and recommends remodeling of existing facilities, and safety issues.
- Develops a comprehensive emergency plan, including education, training, and follow-up activities.
- Posts approved CUDS agendas and minutes to the CUDS webpage and takes other appropriate means to inform the college community.
- Where appropriate, CUDS will communicate suggestions, recommendations, and review decisions to the participatory governance community.

### *EXPECTED OUTCOMES*

- A safer work and learning environment.
- A positive campus experience.
- Improved image of Oxnard College in the community.
- Reduced number of accidents, incidents, and injuries.
- A heightened sense of safety and security.
- An increased utilization of strategic, educational, and facilities master plans, where appropriate, to campus use and development.
- A well-informed campus community on matters related to campus space, use, safety, and development.

### *MEETINGS*

The Campus Use, Development, and Safety Committee meets the second Tuesday of each month during the Fall and Spring semesters, with additional meetings scheduled as needed. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## CURRICULUM COMMITTEE

### AUTHORITY

The Curriculum Committee derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

The Curriculum Committee is a subcommittee of the academic senate and is a participatory governance committee. The Oxnard College faculty is charged by Title 5 with the primary responsibility for making recommendations in the areas of curriculum and academic standards to the Board of Trustees. The Curriculum Committee reports out to the academic senate.

### PURPOSE

In its role as the body that recommends new and revised curriculum to the governing board of the District, the Oxnard College Curriculum Committee provides guidance, advocacy, and oversight in the development of courses, programs, and academic policies, to ensure that the curriculum is academically sound, comprehensive, and responsive to the evolving needs of the academic, business, and social community, in the fulfillment of the college's mission. This committee directly supports Item No(s). 1, 2 and 4 under 10+1.

### MEMBERSHIP

Members are to be appointed annually.

The curriculum committee membership will consist of:

#### Co-Chairs

- Executive Vice President of Student Learning
- Academic Senate President or designee

#### Voting Members:

- one voting faculty member to represent each instructional, library, and counseling department
- administrative representative
- classified senate representative
- student representative
- Articulation and Transfer Center Counselors
- one faculty representative from AFT

#### Ex-Officio Members:

- Registrar
- all instructional deans except the administrative representative

Members are requested to bring their meeting packets, current college catalog, and committee handbook to the meetings.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **CURRICULUM COMMITTEE (continued)**

### GOALS

- To recommend program changes, certificate pattern changes, course changes, or deletions for approval, when necessary, by the Board of Trustees, making sure such changes meet the standards set forth by the Education Code and Title 5.
- To recommend new courses, their classification as degree, non-degree credit, or non-credit, applicability to associate degree and transfer general education patterns, general transferability, and other curricular elements as mandated by Title 5.
- To recommend all credit and non-credit programs, certificate patterns, and proficiency awards for approval by the Board of Trustees. To be recommended, all programs must meet the standards set forth by the Education Code and Title 5.
- To recommend graduation requirements and general education requirements for the A.A. and A.S. degrees for approval by the Board of Trustees.
- To ensure that the college's curriculum is current and reviewed on a regular basis.

### ACTIVITIES

In order to accomplish the above goals, the Curriculum Committee:

- Acts upon new course proposals, course revisions, program proposals and changes, and college and district academic policies. Course and program proposals and changes will receive two readings.
- Receives course and program proposals and revisions from departments and distributes them to the technical review subcommittee (technical review, Learning Outcomes Team, Distance Learning Subcommittee) and the articulation officer for review prior to first reading.
- Recommends revisions or clarifications as necessary at first reading.
- Approves proposals and revisions at second reading upon ascertaining that statutory, regulatory, and professional requirements are met.
- Communicates via the co-chairs with the District Technical Review Workgroup (DTRW), transmitting proposals as appropriate for review; and receives DTRW recommendations.
- Encourages the timely review and revision of courses within a five-year cycle.
- Receives, as information, proposals for new Community Services courses. Verifies that appropriate department/discipline faculty have been informed of them and agree that such courses do not conflict with the college's credit curriculum.
- Sponsors staff education and training in curriculum processes and the SLO processes.
- Receives updates on changes to Title 5.
- Updates the Curriculum Handbook as necessary but at a minimum of once every five years.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## CURRICULUM COMMITTEE (continued)

### ACTIVITIES (continued)

- Reviews any courses offered in the name of Oxnard College, regardless of location offered.
- Conducts an annual self-appraisal on achievements and processes.

### EXPECTED OUTCOMES

- All college and district educational policies meet statutory and regulatory requirements and are designed for the students' best educational interest.
- All college courses are current, sound, and meet all statutory and regulatory requirements.
- Each college course is described in a course outline of record that will be maintained in the official college files and made available to each instructor.
- Ensures that suitable college courses will facilitate articulation and transfer with four-year institutions.
- Each course outline of record shall specify the unit value, scope, objectives, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside of class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students. (Title 5, Section 55002(a)(3) Course Outline of Record)

### MEETINGS

The Curriculum Committee meets twice a month, on the second and fourth Wednesday. Voting members are to designate proxies in their absence. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## LEARNING OUTCOMES TEAM COMMITTEE

### AUTHORITY

The Learning Outcomes Team (LOT) Committee is a subcommittee of the Academic Senate and is a participatory governance committee. The Oxnard College faculty is charged by Title 5 with the primary responsibility for standards or policies regarding student preparation and success (#5 under the 10+1). The LOT Committee reports directly to the Academic Senate.

### PURPOSE

In its role as the body that makes recommendations regarding creation, assessment and revision of student learning outcomes based on collected data, the LOT Committee provides guidance, advocacy and oversight in the development of such student learning outcomes at the course, program and institutional levels, assisting the institution in the fulfillment of its mission.

### MEMBERSHIP

The LOT Committee membership is as follows:

#### Co-Chairs

- Academic Senate President
- Executive Vice President

#### One voting faculty representative from each of the following areas:

- Instructional Departments
- Library
- Counseling

#### Constituency and/or Division/Department Representatives shall include:

- One management representative (appointed by the Executive Vice President)
- Institutional Researcher or Research Analyst
- One student representative

#### Ex-Officio Member(s):

- All Instructional Deans

The LOT Committee members are requested to read materials provided by the co-chairs prior to each Committee meeting.

### GOALS

- To recommend improvements to proposed student learning outcomes at the course, program and institutional levels.
- To recommend appropriate strategies of student learning outcomes at the course, program and institutional levels.
- To assist faculty constituents in understanding of the student learning outcomes initiative.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## LEARNING OUTCOMES TEAM COMMITTEE (continued)

- To ensure that appropriate resources (both human and financial) are being allocated to support the student learning outcomes effort.
- To assist faculty in understanding use and implementation of student learning outcome tracking software.
- To increase both faculty and staff engagement in student learning outcomes development and ongoing continuous quality improvement.

### ACTIVITIES

In order to accomplish the above goals, the Learning Outcomes Team Committee:

- Dialogues about the latest in student learning outcomes theory.
- Dialogues about the quality of specific student learning outcomes at the course, program and institutional levels.
- Receives student learning outcomes proposals and revisions from departments and distributes them for technical review prior to first reading.
- Recommends revisions or clarifications as necessary at first reading.
- Makes recommendations with regard to improvement of submitted proposals and revisions to help guarantee continuous quality improvement of student learning outcomes at the course, program and degree levels.
- Communicates with the faculty and campus community via reports to the Academic Senate by the faculty co-chair.
- Encourages the timely review and revision of student learning outcomes within a five-year cycle of review.
- Sponsors staff education and training in student learning outcomes processes.

### EXPECTED OUTCOMES

- All student learning outcomes and authentic assessment are in place for courses, programs and degrees and regular assessment to same occurs to best serve students' educational interests.
- Results from assessment are being used for improvement and further alignment of institution-wide practices.
- There is widespread meaningful institutional dialogue about the results of all student learning outcomes assessment.
- Decision-making with regard to student learning outcomes centers upon results of assessment and is purposefully directed toward improving student learning.
- Appropriate resources for the student learning outcomes effort are allocated and appropriately adjusted when necessary.
- Comprehensive assessment reports exist and are completed on a regular basis.
- Course-level student learning outcomes are aligned with program and degree student learning outcomes.
- Program and degree student learning outcomes are aligned with institutional-level student learning outcomes.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **LEARNING OUTCOMES TEAM COMMITTEE (continued)**

- Faculty leaders (as well as other interested faculty) monitor input of student learning outcomes tracking information into appropriate software designed and utilized for this purpose.

### **MEETINGS**

The Learning Outcomes Team Committee meets twice a month, on the first and third Tuesday. The first meeting of the month is devoted to theoretical concerns, and the second meeting of the month is set aside to examine specific student learning outcome submissions at the course, program and institutional levels. Attendance at all meetings is expected. Voting members are to designate proxies in their absence. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **PLANNING AND BUDGETING COUNCIL**

### **AUTHORITY**

The Planning and Budgeting Council derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management. The Planning and Budgeting Council makes recommendations directly to the President.

### **PURPOSE**

The Planning and Budgeting Council makes recommendations to the President on matters related to planning, budgeting, and participatory governance at the college. In making those recommendations, PBC receives recommendations and other information from all other constituency groups and participatory governance committees. Also part of the committee's purview is the review of the effectiveness of the participatory governance process on campus. This committee directly supports Item No(s). 10 under 10+1.

### **MEMBERSHIP**

Members come from both constituency groups' representative bodies (i.e., the Academic Senate, Classified Senate, Associated Student Government) and from management. Members are to be appointed/selected annually.

Members have the following responsibilities:

- Provide written reports to PBC of their constituency's activities
- Report information from PBC back to their constituency
- Present the views of the constituency they were chosen to represent, not solely their own views
- Attend PBC meetings on a monthly basis (or more, when PBC deems it so necessary)

The PBC membership is as follows:

#### **Co-Chairs**

- Vice President of Business Services
- Academic Senate President

#### **Voting Members**

##### *Constituency Representatives:*

- Two management representatives
- Nine Academic Senate representatives (appointed by the Academic Senate, at least one of whom represent the student services area and no more than one of whom comes from the same department)
- Two classified staff representatives
- One student representatives (appointed by Associated Student Government)
- One AFT representative (appointed by AFT)
- One classified supervisor representative

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## PLANNING AND BUDGETING COUNCIL (continued)

### MEMBERSHIP (continued)

#### Ex Officio Members:

- Executive Vice President of Student Learning (non-voting)

### GOALS

- To oversee the coordination of planning and budgeting activities at the College that ensures an integrated planning process.
- To ensure the full implementation and effectiveness of the College's overall planning and budgeting process.
- To optimize the funding, allocation, and utilization of all Oxnard College resources in a manner that promotes the fulfillment of its educational mission.
- To gather and disseminate accurate and current information regarding the Oxnard College budget.
- To promote informed and constructive dialogue for the effective development of education at Oxnard College.
- To ensure that participatory governance processes are effective means of decision making at Oxnard College.

### ACTIVITIES

In order to accomplish the above goals, the PBC:

- Shares information discussed at PBC with all constituencies and as appropriate the college community.
- Shares information at PBC related to activities of all constituencies.
- Advocates for District budget allocation model modifications that will benefit the College.
- Participates in the coordination, allocation, and re-allocation of the budget resources consistent with the College's Mission, Strategic Master Plan, and the current state of the budget.
- Reviews recommendations from the Program Effectiveness and Planning Committee and makes recommendations to the President regarding planning and budgeting as well as program development, reduction, or elimination.
- Disseminates budget and financial information for all instructional resources of the College among its members and communicates similarly with other College constituencies.
- Monitors the College's financial status.
- Periodically reviews the Participatory Governance/Standing, Advisory and Ad-Hoc Committee Manual at Oxnard College document.
- Reviews and responds to matters referred by the President.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **PLANNING AND BUDGETING COUNCIL (continued)**

### ACTIVITIES (continued)

- Reviews the College Mission and Goals, Strategic Plan, Educational and Facilities Master Plans.
- Evaluates the effectiveness of the College's overall planning process, examining each component separately and the entire process as an integrated whole, and makes modifications as deemed necessary for improvement. -Reviews annual Governance Self-Appraisal Forms from each participatory governance committee and based on said review, makes recommendations to respective committees.
- Responds to recommendations of constituent groups and makes recommendations to the President.
- Makes recommendations to the President regarding faculty hiring prioritization.
- Posts approved Planning and Budgeting Council agendas and drafts to the Intranet and takes other appropriate means to inform the College community.
- Conducts an annual self-appraisal on achievements and processes.

### EXPECTED OUTCOMES

- The President receives timely recommendations that are fully informed by the participatory governance processes.
- The financial integrity of the College is promoted, including the identification and securing of new funding sources.
- Optimization of the funding, allocation, and utilization of all Oxnard College resources in a manner that promotes fulfillment of its educational mission.
- The activities of PBC shall support the goals and activities of all other campus constituencies.
- Where appropriate, suggestions, recommendations and decisions are disseminated to all constituency groups.
- Strategic, educational and facilities master plans are reviewed and updated on a three-year cycle.
- College mission and goals are reviewed every three to five years.
- The College's overall planning process will integrate planning, implementation, and evaluation, while linking planning with resource allocation in a meaningful manner that focuses on student learning and leads to institutional improvement.

### MEETINGS

The Planning and Budgeting Council meets the third Wednesday of each month during the fall and spring semesters, with additional meetings scheduled as needed. Members are expected to attend all meetings or send the designated alternate in their place. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### **AUTHORITY**

The Professional Development Committee derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

### **PURPOSE**

The Professional Development Committee (PDC) supports and advances appropriate professional development activities of faculty, staff, and administration as delineated in AB1725 and Title 5. This committee directly supports Item No(s).8 under 10+1.

### **MEMBERSHIP**

Members are to be appointed/selected annually.

Professional Development Committee membership is representative of:

#### **Co-Chairs**

- President's designee
- Academic Senate President designee

#### **Voting Members**

- faculty members from each department may serve on the committee
- classified staff representative
- Associated Student Government President
- Dean to serve as the management representative
- one faculty representative is appointed by AFT.
- Classified Senate President or designee

The faculty co-chair is an elected position of the academic senate, according to the senate's bylaws.

### **GOALS**

- To coordinate with the President on a comprehensive organizational and professional development program for all campus employees.
- To oversee the coordination of Self-Assigned Flex activities on campus during the academic year.
- To assist in the planning of the "All College Day" each year in coordination with the academic senate President, Classified Senate President, Oxnard College Foundation and the President's Office.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## PROFESSIONAL DEVELOPMENT COMMITTEE (continued)

### ACTIVITIES

In order to accomplish the above goals, the PDC:

- Solicits and evaluates applications for funding of faculty, staff, and administrative professional development activities.
- Coordinates with President's Office for development and delivery of a comprehensive program for professional development.
- Collects written reports of completed activities.
- Oversees the plans and publications of the schedule for Self-Assigned Flex activities each year.
- Assists in the planning of the "All College Day" each year.
- Prepares and submits plans and reports of professional development activities to the President's Office for the State Chancellor's Office as required.
- Participates in the District Staff Development Committee's activities (Oxnard College's elected committee chair becomes chair of the district committee every third year).
- Maintains records of professional development activities, funding history, and reports related to those activities.
- Coordinates with appropriate District personnel to support campus based professional development activities as needed.

### EXPECTED OUTCOMES

- Faculty, staff, and administration will have the opportunity for on-campus participation in professional development activities during Self-Assigned Flex Week and the "All College Day" as well as other professional development opportunities throughout the academic year and possibly during the summer semester.
- Oversees the distribution of travel funds for professional activities that supports the college and the students.

### MEETINGS

The Professional Development Committee will meet monthly on the second Thursday of the month or at a date and time agreed upon by the Committee members at the beginning of each academic year. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE**

### AUTHORITY

The Program Effectiveness and Planning Committee derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

### PURPOSE

The Program Effectiveness and Planning Committee makes recommendations to the Planning and Budgeting Council on all matters related to program effectiveness and program planning. In making those recommendations, PEPC receives a Program Effectiveness Report from each program.

NOTE: Program reviews are divided into three areas: Instructional, Student Services, and Business Services which share information with each other. Each of the three provides their final recommendations to the Planning and Budgeting Committee. PEPC does not provide recommendations for student services and business services.

This committee directly supports Item No(s). 4, 9 and 10 under 10+1.

### MEMBERSHIP

Members come from divisions and departments and are comprised of the Department Chair, Coordinator, Supervisor, or designee. In addition, all members are to have a designated alternate attend in the event of their absence. Members are to be appointed/selected annually.

Members have the following responsibilities:

- Assist their departments and/or divisions in providing PEPC with each Program's PEP by mid-November of each year
- Report information from PEPC back to their division/department
- Present the views of the division/department they were chosen to represent, not solely their own views
- Attend PEPC meetings per the schedule outlined in the Program Effectiveness and Planning Process and Timeline

The PEPC membership is as follows:

#### Co-Chairs

- Executive Vice President of Student Learning
- Academic Senate President or Senate designee

#### Division/Department/Constituency Representatives:

- Five management representatives which includes the Dean of Student Services and the Vice President of Business Services

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (continued)

### Division/Department/Constituency Representatives: (continued)

- Two Academic senate representatives (appointed by the Academic Senate)
- Two classified staff representatives including one from the Business Services division
- Two student representatives (appointed by Associated Student Government)

### Instructional

- Those instructional departments with a designated Department Chair, Coordinator or Facilitator including at least one Student Services representative

### GOALS

- To oversee the coordination of the Program Effectiveness Planning Process.
- To ensure the full implementation and effectiveness of the college's program review process.
- To facilitate the continuous improvement of programs, revision of programs, introduce new programs, or provide review for the discontinuance of programs.
- To assist in aligning programs' goals with the college's mission and goals.
- To encourage that program needs identified in the Program Effectiveness Report are incorporated into the college's planning and budgetary process.
- To provide students services, instructional, and administrative units with an opportunity to assess their programs and share the results with the college.
- To communicate a broader understanding of programs at the college among a larger group of faculty, staff and students.
- To promote informed and constructive dialogue to increase program effectiveness and the development of education at Oxnard College.

### ACTIVITIES

In order to accomplish the above goals, PEPC:

- Sets timelines and schedule for the collection and review of the Program Effectiveness Plans.
- Reviews and revises Program Effectiveness Reporting process annually.
- Provides guidance to programs in relation to the development of the Program Effectiveness Plan.
- Shares information discussed at PEPC with division/departments and as appropriate the college community.
- Shares information at PEPC related to activities of division/departments.
- After extensive analysis of each Program's PEP, makes recommendations to the Planning and Budgeting Council regarding program effectiveness and planning, program development, reduction, or elimination.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## PROGRAM EFFECTIVENESS AND PLANNING COMMITTEE (continued)

### ACTIVITIES (continued)

- Posts approved Program Effectiveness and Planning agendas and drafts electronically and takes other appropriate means to inform the College community.
- Reviews and evaluates all Program Effectiveness Reports annually.
- Gives feedback to division/departments regarding Program Effectiveness Plans.
- Conducts an annual self-appraisal on achievements and processes.

### EXPECTED OUTCOMES

- Measures of institutional effectiveness and program improvement are supported through the Program Effectiveness Planning Process.
- The present and future status of all programs is assessed.
- The strengths and weaknesses in all programs are identified in terms of outcomes.
- The achievement of short- and long-term goals by all programs is evaluated.
- The College's Program Effectiveness and Planning Process and Timeline will be successfully implemented enhancing the linkage of program and educational planning with resource allocation in a meaningful manner that focuses on student learning and leads to institutional improvement.
- Assess and report to the Planning and Budget Council the need for new programs and/or the discontinuance of programs, as needed.

### MEETINGS

The Program Effectiveness and Planning Committee meets the fourth Tuesday of each month during the fall and spring semesters, with additional meetings scheduled as needed. Members are expected to attend all meetings or send the designated alternate in their place. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## TECHNOLOGY COMMITTEE

### AUTHORITY

The Technology Committee derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

### PURPOSE

The Technology Committee exists to meet the instructional, communication, computing, and research needs of the students, faculty, and staff of the College. The mission of the committee is to focus on the technology environment at the College and to take a proactive leadership role on technology issues.

### MEMBERSHIP

Members are to be appointed/selected annually. The Technology Committee membership is as follows:

#### Co-Chairs

- Dean or Designee appointed by the Executive Vice President of Student Learning
- Faculty Member (selected by Technology Committee)

#### Voting Members

One required representative from each of the following areas:

- Information Technology
- Media Center
- Learning Center
- OCTV
- EAC
- Admissions and Records
- Instructional Technologist

#### Constituency and/or Division/Department Representatives:

- One management representative (appointed by the Deans' Council)
- Two Academic Senate representatives
- One Classified staff representative

#### Instructional

- Business Department Representative
- Dental Hygiene Department Representative/Addictive Disorders Studies
- Fine Arts Department Representative
- Letters Department Representative

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## TECHNOLOGY COMMITTEE (continued)

### Division/Department/Constituency Representatives: (continued)

#### Instructional

- Math Department Representative
- Physical Education/Athletics/Health Department Representative
- Sciences Department Representative
- Public Services Department Representative
- Social Sciences Department Representative
- Technology Department Representative

#### Student Services

- Counseling/Matriculation/Transfer Center Representative
- Health Center Representative
- EOPS Representative

#### Academic Support Services

- Library/Learning Resources Representative

#### Business Services

- Bookstore/Publications Representative
- Fiscal Services/Student Business Office Representative
- Maintenance & Operations Representative
- Information Technology Representative
- Distance Education Committee Representative

#### Ex-Officio Members:

- Assistant Vice Chancellor of Information Technology

The Technology Committee is open to all constituents and/or division/departments of the College. The voting, however, is limited to the representatives listed above. Membership is for one year.

#### GOALS

- To provide a collaborative venue for shared leadership determining the technology needs of the College to sustain teaching and information management.
- To plan for the incorporation of various technologies in the teaching and learning activities at the College.
- To advise the College and individuals about technological matters pertaining to teaching and learning and information management.
- To help in establishing policies and procedures that can sustain and manage the existing technology and information management infrastructure.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## TECHNOLOGY COMMITTEE (continued)

### GOALS (continued)

- To author, revise, and oversee the College's Technology Master Plan.

### ACTIVITIES

In order to accomplish the above goals, the Technology Committee will:

- Serve as a voice and advocate for the application of appropriate technologies to the learning process at the College.
- Serve as a forum and share discussions on information about the College's educational technology and information management infrastructures.

### EXPECTED OUTCOMES

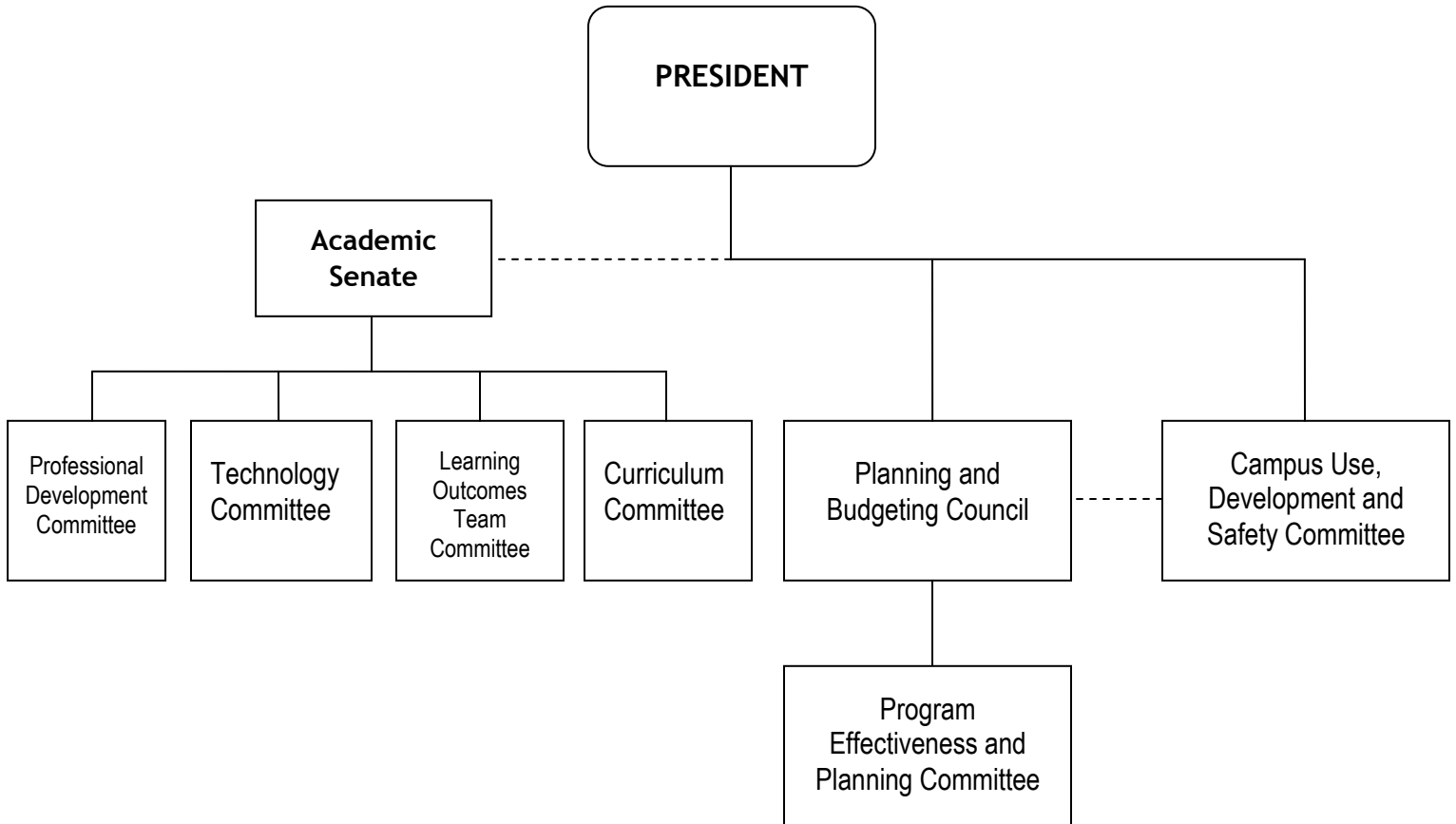
- A venue for the College community to discuss planning and resources related to issues involving educational technology and information management.
- A completed College Technology Master Plan.
- Appropriate policies and procedures regarding the acquisition, use, and maintenance of educational technology and information management systems.
- A source of information for faculty, staff and management about available and appropriate educational technologies and information management systems.

### MEETINGS

The Technology Committee meets the third Thursday of each month during the academic year. Additional meetings to be scheduled as needed. If a member misses three consecutive meetings, he/she will no longer be considered a voting member.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## PARTICIPATORY GOVERNANCE COMMUNICATION STRUCTURE





**SECTION TWO**  
**Standing Committees**

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **ACCREDITATION COMMITTEE**

### **AUTHORITY**

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning of Oxnard College.

### **PURPOSE**

The Accreditation Committee has responsibility for organizing, researching and drafting accreditation self study and mid-term reports. The committee will also assist in the documentation of college accomplishments. The committee is also responsible for keeping the Oxnard College community informed of the status of College related to the accreditation process.

### **MEMBERSHIP**

The Accreditation Committee will consist of the following:

#### **Co-Chairs**

- Executive Vice President of Student Learning designee
- Academic Senate President designee

#### **Members**

- Vice President of Business Services
- Academic Senate President
- Classified Senate President
- ASG President
- Dean of Student Services
- Department Chairs
- appropriate deans and faculty co-chairs

### **GOALS**

- To develop an on-going campus culture of continuous improvement
- To create accurate accreditation reports that reflect the college's quality programs, services and initiatives as they relate to accreditation standards
- To keep the campus community well-informed of accreditation recommendations, standards and related campus initiatives.
- Meet all deadlines for accreditation reports.
- To recommend to the Professional Development Committee to provide training for college personnel on accreditation standards and initiatives.

### **ACTIVITIES**

To accomplish the above goals the Accreditation Committee will:

- Prepare drafts of reports for campus review.
- Prepare documentation to support self-study reports.
- Stay informed of all accreditation standards.
- Distribute Accreditation Standards to College Community

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## ACCREDITATION COMMITTEE (continued)

### EXPECTED OUTCOMES

- Serve as hosts for visiting accreditation teams
- Meet with visiting accreditation team members as required.
- Draft Report of Accreditation Self-study
- Draft Report of Progress and Mid-term Accreditation Reports
- Document Files for each Standard

### MEETINGS

The Accreditation Committee will meet as needed throughout the accreditation cycle a minimum of once per month.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **DISTANCE EDUCATION COMMITTEE**

### AUTHORITY

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning of Oxnard College.

### PURPOSE

The Distance Education Committee exists to meet the instructional, communication, computing and research needs of the students, and faculty of Oxnard College. The mission of the Committee is to focus on the delivery of distance education and its environment be it Web or TV enhanced courses to fully online, and to take a proactive leadership role on educational, technological and professional development issues surrounding distance education.

### MEMBERSHIP

The Distance Education Committee membership is as follows:

#### Co-Chairs

- Dean
- Faculty Member (appointed by the DEC)

#### Suggested one required representative from each of the following areas:

- Instructional Technology
- Learning Center
- EAC
- OCTV

#### Constituency and/or Division/Department Representatives including Instructional:

- One management representative (appointed by the Deans' Council)
- Two Academic Senate representatives
- One Curriculum Committee representative
- One Technology Committee representative
- One faculty member from each division/department that is invested in teaching online courses
- Counseling/Matriculation/Transfer Center Representative
- One classified staff representative

The Distance Education Committee is open to all constituents and/or division/departments of the College. The voting, however, is limited to the regular attending representatives listed above. Membership is for one year.

### GOALS

- To provide a collaborative venue for shared leadership determining the distance education needs of the College to sustain teaching and information management.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **DISTANCE EDUCATION COMMITTEE (continued)**

### GOALS (continued)

- To plan for the incorporation of various technologies in the teaching and learning activities at the College.
- To advise the College and individuals about technological matters pertaining to teaching and learning and information management specific for distance education courses.
- To help in establishing policies and procedures that can sustain and manage the existing distance education infrastructure and delivery.
- To author, revise, and oversee the College's Distance Education Master Plan as this committee goes forward in its establishment (not yet developed at the beginning of the committee's existence in Fall 2009)
- To review, advise, and approve all distance education appendix forms for the Curriculum Committee.
- To advise the Curriculum Committee and other shared governance committees on all distance education issues.

### ACTIVITIES

In order to accomplish the above goals, the Distance Education Committee will:

- Serve as a voice and advocate for the application of appropriate technologies to the learning process of distance education at the College.
- Serve as a forum and share discussions on information about the College's distance education offerings, training programs, and infrastructures.

### EXPECTED OUTCOMES

- A venue for the College community to discuss planning and resources related to issues involving distance education delivery, enhancement, and student success in the distance education environment.
- A completed Distance Education Plan.
- Appropriate policies and procedures regarding the acquisition, use, and maintenance of educational technology and information management systems in regarding to distance education delivery.
- A source of information for faculty, staff and management about available and appropriate educational technologies and information management systems in regard to distance education.
- A source of information to the college campus for professional development training for faculty teaching distance education, and for programs and projects that support students development and success in distance education.

### MEETINGS

The Distance Education Committee meets the first Thursday of each month during the academic year. Additional meetings to be scheduled as needed.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **MARKETING COMMITTEE**

### **AUTHORITY**

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the President of Oxnard College.

### **PURPOSE**

The Marketing Committee exists to meet the marketing and informational needs of the students, faculty, and staff of the College. The mission of the committee is to act in an advisory role to focus on the branding and promotional needs of the College and to take a proactive role in establishing a positive and innovative image for Oxnard College.

### **MEMBERSHIP**

The Marketing Committee membership is as follows:

#### **Co-Chairs**

- College Administrator – Vice President of Business Services or Designee
- Dean appointed by the Executive Vice President of Student Learning
- One classified staff representative

#### **Representatives**

Deans and one faculty member from their areas make up a portion of the committee along with the Vice President of Business Services or Designee

The Marketing Committee is open to all constituents and/or division/departments of the College. All decisions are advisory, however, and voting is limited to the representatives listed above. Membership is for one year.

### **GOALS**

- To provide a collaborative venue for shared leadership determining the marketing needs of the College to provide positive promotion of the College and campus events and staff accomplishments.
- To advise the College and individuals about marketing innovations and to propose marketing and informational campaigns to strengthen the branding of Oxnard College in partnership with the sister colleges of the Ventura County Community College District.
- To work in conjunction with the activities of the Office of Outreach and Recruitment.
- To author, revise, and oversee the College's Marketing Plan.

### **ACTIVITIES**

In order to accomplish the above goals, the Marketing Committee will:

- Serve as a forum and share discussions on information about the College's future marketing strategies.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **MARKETING COMMITTEE (continued)**

### EXPECTED OUTCOMES

- A venue for the College community to discuss planning and market research related to issues involving promotion of Oxnard College programs, classes and special events.
- A completed College Marketing Plan.

### MEETINGS

The Marketing Committee meets the monthly during the academic year. Recommended meetings on the first Tuesday of each month.

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **STUDENT SUCCESS COMMITTEE**

### **AUTHORITY**

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning of Oxnard College.

### **PURPOSE**

The purpose of the Student Success Committee is to develop, implement and assess a model that examines data for the evaluation of student success and advise appropriate shared governance bodies related to the charge of the committee and its findings. The data elements will provide a foundation for examining effectiveness and will serve to frame recommendations. The focus of the committee will be to establish baselines, measures of effectiveness, on-going analysis and recommendations for improving student success for student at Oxnard College.

### **MEMBERSHIP**

- Executive Vice President of Student Learning
- Academic Senate President or designee
- Representatives from instructional areas
- Dean of Student Services
- Representatives from Student Services areas
- Representative from academic support areas
- Representative from research
- Classified Senate President or designee
- Associated Student Government representation
- Other student representation

The Student Success Committee is open to all constituents and/or divisions/departments of the College.

### **GOALS**

- To provide a collaborative venue for shared leadership determining the student access and success needs of the College to promote overall student learning and success.
- To provide opportunities for constituents across the College from instructional, student services, and academic support areas to engage in ongoing dialogue on student success issues.
- To promote a better understanding of the use of data and research in assessment student success and developing/refining College programs and activities to better support student success.
- To provide advocacy for ongoing access to data and the use of data.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## STUDENT SUCCESS COMMITTEE (continued)

### ACTIVITIES

In order to accomplish the above goals, the Student Success Committee will:

- Serve as a forum and share discussions on how to identify and promote student access and success.
- Use research and other information on student performance and achievement (including student retention, persistence, degrees and certificates, transfer, satisfaction) to develop recommendations in support of student success.
- Identify and discuss “best practices” that create an environment at the College to improve student success.
- Develop and refine a “Model of Student Success” for the College.

### EXPECTED OUTCOMES

- Provide a venue for the College community to discuss planning and resources related to programs and services needed to promote student access and success.
- Make recommendations to appropriate entities and follow-up on those recommendations.
- Keep students and their success at the center of planning.
- Increase dialogue and communication on student access and success across the campus.

### MEETINGS

The Student Success Committee meets the first Wednesday of each month during academic year. Additional meetings to be scheduled as needed.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## TRANSITIONAL STUDIES COMMITTEE

### AUTHORITY

The Committee is recommended by staff and approved by the President. The Committee is appointed by and is advisory to the Executive Vice President of Student Learning of Oxnard College.

### PURPOSE

In its role in making recommendations pertaining to educational programs and student preparation and success, the Transitional Studies Committee provides guidance with regard to classes, services, and programs to empower transitional studies students to achieve academic, career, and lifelong learning goals. The Committee assists in the building of a multi-disciplinary foundation from which transitional studies students can succeed at college-level learning and exemplifies the institution's commitment to its overall mission, particularly apropos to basic skills and English language learners.

### MEMBERSHIP

The Transitional Studies Committee membership is as follows:

#### Co-Chairs:

- Dean of Liberal Studies
- Letters Department representative

#### Representatives:

- Dean of Student Services
- Dean of Math/Science/PE/Athletics
- Director, STEM Grant
- Director, Title V
- Any faculty member who teaches a transitional studies course
- Faculty representative from the Math Department
- Faculty representative from ESL
- Faculty representative from the Success Academy
- Counseling Department representative
- Learning Center and/or Tutoring representative
- Any faculty interested in representing the areas other than Math, Reading, English and ESL
- A Classified staff representative
- An Associated Student Government representative

#### Ex-Officio Member(s):

- Executive Vice President of Student Learning

# **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

## **TRANSITIONAL STUDIES COMMITTEE (continued)**

### GOALS

- To review data relevant to student success, retention, persistence, and improvement rates and to make recommendations based on such analysis in order to affect such rates positively.
- To raise visibility of the needs of students in transitional studies (aka basic skills) courses and English language learners at the College
- To guide efforts to improve instructional delivery to transitional studies students.
- To advocate that student support services directly pertinent to transitional studies students remain robust, including tutoring, counseling, and special programs such as The First Year Experience.

### ACTIVITIES

In order to accomplish the above goals, the Transitional Studies Advisory Committee will:

- Discuss and evaluate the impact of professional development activities relating to alignment of entry and exit skills within course sequences (e.g., in Math, ESL and English).
- Monitor efforts to better integrate student support services into the current curriculum (e.g., within the Learning Center, the Success Academy, Tutoring, and Student Services such as assessment, matriculation, and counseling).
- Assist in developing and sponsoring professional development opportunities to better equip faculty and staff to more successfully instruct and serve transitional studies students.
- Support innovation (e.g., the Success Academy).
- Monitor the creation of new curriculum for transitional studies students (e.g., Success Academy courses, non-credit curriculum, etc.).

### EXPECTED OUTCOMES

- Success, retention, persistence, and improvement rates will improve from current levels.
- More faculty and staff will have a greater awareness of the needs of our transitional studies students.
- Student support services serving our transitional studies students will remain robust (including tutoring, counseling, and special programs such as The First Year Experience).

### MEETINGS

The Transitional Studies Advisory Committee meets once a month, usually the first Monday. Voting members are to designate proxies in their absence.



**SECTION THREE**  
**Advisory Committees**

**Participatory Governance, Standing, Advisory and Ad-Hoc Committees  
at Oxnard College**

**CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEES**

|  |  |
|--|--|
| <b>ADDICTIVE DISORDER STUDIES COMMITTEE</b>            |  |
| <b>AIR CONDITIONING AND REFRIGERATION COMMITTEE</b>    |  |
| <b>AUTOMOTIVE BODY, REPAIR AND COLLISION COMMITTEE</b> |  |
| <b>AUTOMOTIVE TECHNOLOGIES COMMITTEE</b>               |  |
| <b>BUSINESS/COMPUTER INFORMATION SYSTEMS COMMITTEE</b> |  |
| <b>CHILD DEVELOPMENT COMMITTEE</b>                     |  |
| <b>CHILD DEVELOPMENT CENTER COMMITTEE</b>              |  |
| <b>CULINARY ARTS COMMITTEE</b>                         |  |
| <b>DENTAL ASSISTING COMMITTEE</b>                      |  |
| <b>DENTAL HYGIENE COMMITTEE</b>                        |  |
| <b>ENGINEERING TECHNOLOGY COMMITTEE</b>                |  |
| <b>FIRE TECHNOLOGY COMMITTEE</b>                       |  |
| <b>LEGAL ASSISTING COMMITTEE</b>                       |  |
| <b>TECH PREP/SB70 CAREER PATHWAYS COMMITTEE</b>        |  |
| <b>TELEVISION COMMITTEE</b>                            |  |



**SECTION FOUR**  
**Ad-Hoc Committees**

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## AD-HOC COMMITTEES

|   |  |
|---|--|
| ACADEMIC SENATE SCHOLARSHIP COMMITTEE           |  |
| EOPS/CARE ADVISORY COMMITTEE                    |  |
| FINANCIAL AID APPEALS COMMITTEE                 |  |
| GEO CHALLENGE COMMITTEE                         |  |
| GRIEVANCE COMMITTEE                             |  |
| GRADUATION COMMITTEE                            |  |
| LIBRARY & LEARNING RESOURCES ADVISORY COMMITTEE |  |
| MULTICULTURAL FESTIVAL COMMITTEE                |  |
| PERFORMING ARTS ADVISORY COMMITTEE              |  |
| STEM ADVISORY COMMITTEE                         |  |
| TITLE V ADVISORY COMMITTEE                      |  |
| YOUTH CONFERENCE COMMITTEE                      |  |

**Participatory Governance, Standing, Advisory and Ad-Hoc Committees  
at Oxnard College**



**Education Code of the  
State of California and Title 5  
of the California Code of Regulations**

## Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

The respective roles in governance by students, staff, and faculty are specified in the Education Code of the State of California and in Title 5 of the California Code of Regulations. The Education Code of the State of California, Sec. 70902, makes those roles a matter of legal obligation.

**70902. (b)** In furtherance of the provisions of subdivision (a), the governing board of each community college district shall do all of the following:

*[Note: Items 1-6 not applicable and omitted here]*

- 7) Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every 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.

Title 5, Sec. 53200-204, delineates areas in which governing boards and their designees are required to reach either mutual agreement with or rely primarily upon the advice and judgment of the academic senate:

### **53200. Definitions.**

For the purpose of this Subchapter:

- (a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.
- (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."
- (c) "Academic and professional matters" means the following policy development and implementation matters:
  - (1) curriculum, including establishing prerequisites and placing courses within disciplines;
  - (2) degree and certificate requirements;
  - (3) grading policies;
  - (4) educational program development;
  - (5) standards or policies regarding student preparation and success;
  - (6) district and college governance structures, as related to faculty roles;
  - (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;

## **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

(d) “Consult collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

- (1) relying primarily upon the advice and judgment of the academic senate; or
- (2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

### **53201. Academic Senate or Faculty Council.**

In order that the faculty may have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, an academic senate may be established at the college and/or district level.

### **53202. Formation; Procedures; Membership.**

The following procedure shall be used to establish an academic senate:

- (a) The full-time faculty of a community college shall vote by secret ballot to form an academic senate.
- (b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or not to form a district academic senate. Such vote shall be by secret ballot.
- (c) The governing board of a district shall recognize the academic senate and authorize the faculty to:
  - (1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of the academic senate.
  - (2) Provide for the selection, in accordance with accepted democratic election procedures, the members of the academic senate.
- (d) The full-time faculty may provide for the membership and participation of part-time faculty members in the academic senate.
- (e) In the absence of any full-time faculty members in a community college, the part-time faculty of such community college may form an academic senate.

### **53203. Powers.**

- (a) The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the academic senate, which are specifically, provided in statute or other Board of Governors regulations.

## **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

- (b) In adopting the policies and procedures described in Subsection (a), the governing board or its designees shall consult collegially with representatives of the academic senate.
- (c) While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate. In addition, after consultation with the administration of the college and/or district, the academic senate may present its views and recommendations to the governing board.
- (d) The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:
  - (1) In instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.
  - (2) In instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.
- (e) An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board of the district pursuant to Subsection (a).
- (f) The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

### **53204. Scope of Regulations.**

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty, or to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated.

Title 5, Sec. 51023 specifies the role of staff in governance.

## **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

### **51023.5 Staff**

- (a) The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:
- (1) Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this Section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this Section, management and non-management positions or groups of positions shall be separately defined or categorized.
  - (2) Participation structures and procedures for the staff positions defined or categorized.
  - (3) In performing the requirements of Subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this Section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.
  - (4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.
  - (5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.
  - (6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.
  - (7) The selection of staff representatives to serve on college and district task forces, committees, or other governance groups shall, when required by law, be made by those councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation. In all other instances, the selection shall either be made by, or in consultation with, such staff groups. In all cases, representatives shall be selected from the category that they represent.
- (b) In developing and carrying out policies and procedures pursuant to Subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code

## **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

Sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under Section 3543.2 of the Government Code. In addition, governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this Section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

- (c) Nothing in this Section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to Sections 53200-204, and Section 51023.7, respectively.
- (d) The governing board of a community college district shall comply substantially with the provisions of this Section.

Title 5, Sec. 51023.7 specifies the role of students in governance.

### **51023.7. Students.**

- (a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:
  - (1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.
  - (2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.
  - (3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.
  - (4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after

## **Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College**

consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a “significant effect on students” includes the following:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic disciplinary policies;
- (4) curriculum development;
- (5) courses or programs which should be initiated or discontinued;
- (6) processes for institutional planning and budget development;
- (7) standards and policies regarding student preparation and success;
- (8) student services planning and development;
- (9) student fees within the authority of the district to adopt; and
- (10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

**Participatory Governance, Standing, Advisory and Ad-Hoc Committees  
at Oxnard College**



**SEIU Collective Bargaining Agreement  
Section 4.11**

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

VCCCD/SEIU Agreement  
Service Employees International Union,  
Local 99, AFL-CIO  
( Classified )  
July 1, 2007 - June 30, 2010

## SEIU AGREEMENT – Section 4.11

- 4.11 a. The committees listed below, or those established for the purpose of taking action on issues within the scope of bargaining as determined by the EERA, shall have a SEIU appointed representative.
- Safety
  - Consultation Council (Shared Governance)
- b. The Chancellor/President or designee shall determine the need for classified representative(s) to all other new and existing committees and task forces not listed above in 4.11a. The Chancellor/President or designee shall notify the Union and the Union shall notify all classified employees of the opportunity to serve and request volunteers. The District shall notify classified confidential of the opportunity to serve and request volunteers. The Chancellor/President or designee and the Union shall jointly select the committee member.
- c. A classified employee may be assigned to a committee as part of his/her job duties by the Chancellor/President when the functions of the committee require that classified employee's special job-related expertise.

**Participatory Governance, Standing, Advisory and Ad-Hoc Committees  
at Oxnard College**



**APPENDIX C**

**Summary  
of  
The Brown Act**

**Participatory Governance, Standing, Advisory and Ad-Hoc Committees  
at Oxnard College**

**THE**  

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**BROWN**  

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**ACT**

**OPEN MEETINGS FOR  
LOCAL LEGISLATIVE BODIES**

Office of the Attorney General  
Bill Lockyer  
Attorney General

Prepared by the Division of Civil Law

Chief Assistant Attorney General Andrea Lynn Hoch  
Deputy Attorney General Ted Prim, Editor

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## INTRODUCTION

This pamphlet concerns the provisions of the Ralph M. Brown Act, which govern open meetings for local government bodies. The Brown Act is contained in section 54950 et seq. of the Government Code. Accordingly, all statutory references in this pamphlet are to the Government Code unless otherwise noted. The pamphlet contains a table of contents, which may also serve as a topical outline for the reader. The pamphlet also includes a brief summary of the main provisions of the Brown Act, along with references to the appropriate Government Code sections and chapters of the text. The text includes a discussion of the law along with tips on how the law should be applied in particular situations. Numerous references are made to legal authorities throughout the text. A copy of the Brown Act in its entirety is set forth in the appendix to the pamphlet. Lastly, the pamphlet contains a table of authorities so that the reader can determine all of the places in the text where references are made to a particular authority.

In preparing this pamphlet, we relied on a variety of legal resources. Appellate court cases were consulted and are cited throughout the pamphlet. While most of the more significant cases are discussed, this pamphlet is not intended to be a compendium of all court cases in this area. In addition, we drew upon published opinions and unpublished letter opinions issued by this office. Attorney General opinions, unlike appellate court decisions, are advisory only and do not constitute the law of the state. However, with respect to the Brown Act, the courts have frequently adopted the analysis of Attorney General opinions, and have commented favorably on the service afforded by those opinions and this pamphlet. (*Bell v. Vista Unified School Dist.* (2000) 82 Cal.App.4th 672; *Freedom Newspapers v. Orange County Employees Retirement System* (1993) 6 Cal. 4th 821, 829.)

Published opinions are cited by volume and page number (e.g., 32 Ops.Cal.Atty.Gen. 240 (1958)). Unpublished letter opinions are cited as indexed letters by year and page number (e.g., Cal.Atty.Gen., Indexed Letter, No. IL 76-201 (October 20, 1976).) Published opinions are available through law libraries and some attorneys' offices. As a general rule, indexed letters are available only in the Office of the Attorney General. Copies may be obtained by a request to the Public Inquiry Unit of the Office of the Attorney General.

If you have specific questions or problems, the statutes, cases and opinions should be consulted. You also may wish to refer the matter to the attorney for the agency in question, a private attorney or the district attorney.

The pamphlet is current through January 2003 with respect to statutes, case law, and Attorney General opinions.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## SUMMARY OF KEY BROWN ACT PROVISIONS

### COVERAGE

#### PREAMBLE:

Public commissions, boards, councils and other legislative bodies of local government agencies exist to aid in the conduct of the people's business. The people do not yield their sovereignty to the bodies that serve them. The people insist on remaining informed to retain control over the legislative bodies they have created.

54950 Ch. I

#### GOVERNING BODIES:

Includes city councils, boards of supervisors, and district boards. Also covered are other legislative bodies of local government agencies created by state or federal law.

54952(a) Ch. I & II

#### SUBSIDIARY BODIES:

Includes boards or commissions of a local government agency as well as standing committees of a legislative body. A standing committee has continuing subject matter jurisdiction or a meeting schedule set by its parent body. Less-than-a-quorum advisory committees, other than standing committees, are exempt.

54952(b) Ch. II

#### PRIVATE OR NONPROFIT CORPORATIONS OR ENTITIES:

Covered only if:

- a. A legislative body delegates some of its functions to a private corporation or entity; or 54952(c)(1)(A) Ch. II
- b. If a legislative body provides some funding to a private corporation or entity and appoints one of its members to serve as a voting member of entity's board of directors. 54952(c)(1)(B)

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## MEETING DEFINED

### INCLUDES:

Any gathering of a quorum of a legislative body to discuss or transact business under the body's jurisdiction; serial meetings are prohibited. 54952.2 Ch. III

### EXEMPTS:

- (1) Individual contacts between board members and others which do not constitute serial meetings; 54952.2(c)(1) Ch. III
- (2) Attendance at conferences and other gatherings which are open to public so long as members of legislative bodies do not discuss among themselves business of a specific nature under the body's jurisdiction; 54952.2(c)(2), (3) and (4)
- (3) Attendance at social or ceremonial events where no business of the body is discussed. 54952.2(c)(5)

### LOCATIONS OF MEETINGS:

A body must conduct its meetings within the boundaries of its jurisdiction unless it qualifies for a specific exemption. 54954 Ch. IV

### TELECONFERENCE MEETINGS:

Teleconference meetings may be held under carefully defined conditions. The meeting notice must specifically identify all teleconference locations, and each such location must be fully accessible to members of the public. 54953 Ch. III

## PUBLIC RIGHTS

### PUBLIC TESTIMONY:

Public may comment on agenda items before or during consideration by legislative body. Time must be set aside for public to comment on any other matters under the body's jurisdiction. 54954.3 Ch. IV & V

## Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

### NON-DISCRIMINATORY FACILITIES:

|  |                |       |
|--|----------------|-------|
| Meetings may not be conducted in a facility that excludes persons on the basis of their race, religion, color, national origin, ancestry, or sex, or that is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. | 54953.2; 54961 | Ch. V |
|--|----------------|-------|

### COPY OF RECORDING:

|  |         |       |
|--|---------|-------|
| Public may obtain a copy, at cost, of an existing tape recording made by the legislative body of its public sessions, and to listen to or view the body's original tape on a tape recorder or viewing device provided by the agency. | 54953.5 | Ch. V |
|--|---------|-------|

### PUBLIC VOTE:

|   |          |        |
|---|----------|--------|
| All votes, except for those cast in permissible closed session, must be cast in public. No secret ballots, whether preliminary or final, are permitted. | 54953(c) | Ch. VI |
|---|----------|--------|

### CLOSED MEETING ACTIONS/DOCUMENTS:

|  |         |                   |
|--|---------|-------------------|
| At an open session following a closed session, the body must report on final action taken in closed session under specified circumstances. Where final action is taken with respect to contracts, settlement agreements and other specified records, the public may receive copies of such records upon request. | 54957.1 | Ch. IV, V &<br>VI |
|--|---------|-------------------|

### TAPING OR BROADCASTING:

|   |                     |       |
|---|---------------------|-------|
| Meetings may be broadcast, audio-recorded or video-recorded so long as the activity does not constitute a disruption of the proceeding. | 54953.5;<br>54953.6 | Ch. V |
|---|---------------------|-------|

### CONDITIONS TO ATTENDANCE:

|   |                   |       |
|---|-------------------|-------|
| Public may not be asked to register or identify themselves or to pay fees in order to attend public meetings. | 54953.3;<br>54961 | Ch. V |
|---|-------------------|-------|

### PUBLIC RECORDS:

|  |         |       |
|--|---------|-------|
| Materials provided to a majority of a body which are not exempt from disclosure under the Public Records Act must be provided, upon request, to members of the public without delay. | 54957.5 | Ch. V |
|--|---------|-------|

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## REQUIRED NOTICES AND AGENDAS

### REGULAR MEETINGS:

|  |         |        |
|--|---------|--------|
| Agenda containing brief general description (approximately twenty words in length) of each matter to be considered or discussed must be posted at least 72 hours prior to meeting. | 54954.2 | Ch. IV |
|--|---------|--------|

### SPECIAL MEETINGS:

|   |       |        |
|---|-------|--------|
| Twenty-four hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed. | 54956 | Ch. IV |
|---|-------|--------|

### EMERGENCY MEETINGS:

|   |         |        |
|---|---------|--------|
| One hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency. | 54956.5 | Ch. IV |
|---|---------|--------|

### CLOSED SESSION AGENDAS:

|  |  |        |
|--|--|--------|
| All items to be considered in closed session must be described in the notice or agenda for the meeting. A model format for closed-session agendas appears in section 54954.5. Prior to each closed session, the body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session. | 54954.2;<br>54954.5;<br>54957.1 and<br>54957.7 | Ch. IV |
|--|--|--------|

### AGENDA EXCEPTION:

|   |            |        |
|---|------------|--------|
| Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda. | 54954.2(b) | Ch. IV |
|---|------------|--------|

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## CLOSED-SESSION MEETINGS

### PERSONNEL EXEMPTION:

The body may conduct a closed session to consider 54957 Ch. VI  
appointment, employment, evaluation of performance,  
discipline or dismissal of an employee. With respect to  
complaints or charges against an employee brought by another  
person or another employee, the employee must be notified, at  
least 24 hours in advance, of his or her right to have the hearing  
conducted in public.

### PUBLIC SECURITY:

A body may meet with law enforcement or security personnel 54957 Ch. VI  
concerning the security of public buildings and services.

### PENDING LITIGATION:

A body may meet in closed session to receive advice from its 54956.9 Ch. VI  
legal counsel concerning existing litigation, initiating litigation,  
or situations involving a significant exposure to litigation. The  
circumstances which constitute significant exposure to  
litigation are expressly defined in section 54956.9(b)(3).

### LABOR NEGOTIATIONS:

A body may meet in closed session with its negotiator to 54957.6 Ch. VI  
consider labor negotiations with represented and unrepresented  
employees. Issues related to budgets and available funds may  
be considered in closed session, although final decisions  
concerning salaries of unrepresented employees must be made  
in public.

### REAL PROPERTY NEGOTIATIONS:

A body may meet in closed session with its negotiator to 54956.8 Ch. VI  
consider price and terms of payment in connection with the  
purchase, sale, exchange or lease of real property.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## REMEDIES AND SANCTIONS

### CIVIL REMEDIES:

Individuals or the district attorney may file civil lawsuits for injunctive, mandatory or declaratory relief, or to void action taken in violation of the Act. 54960; 54960.1 Ch. VII

Attorneys' fees are available to prevailing plaintiffs. 54960.5

### CRIMINAL SANCTIONS:

The district attorney may seek misdemeanor penalties against a member of a body who attends a meeting where action is taken in violation of the Act, and where the member intended to deprive the public of information which the member knew or has reason to know the public was entitled to receive. 54959 Ch. VII

**Participatory Governance, Standing, Advisory and Ad-Hoc Committees  
at Oxnard College**



**Oxnard College Participatory  
Governance and Standing Committee  
Self-Appraisal Form**

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## OXNARD COLLEGE Participatory Governance and Standing Committees Self-Appraisal

### Demographics

#### 1. COMMITTEE LISTING

##### Participatory Governance Committees

- Campus Use, Development and Safety Committee
- Curriculum Committee
- Professional Development Committee
- Planning and Budgeting Committee
- Program Effectiveness and Planning Committee
- Technology Committee

##### Standing Committees

- Accreditation Committee
- Distance Education Committee
- Marketing Committee
- Student Services Committee
- Transitional Studies Committee

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## OXNARD COLLEGE Participatory Governance and Standing Committees Self-Appraisal

### Meeting Frequency

2. How often did the committee meet?

- Weekly
- Bi-weekly
- Monthly
- As needed

3. Should the committee meet more often or less often?

- More often
- Less often
- No need to change

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## **OXNARD COLLEGE Participatory Governance and Standing Committees Self-Appraisal** **Membership Composition**

4. Are all the appropriate constituent groups represented?

Yes

No

If "No", identify the missing group and list the rationale for inclusion

## Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

### OXNARD COLLEGE Participatory Governance and Standing Committees Self-Appraisal

#### GOAL SETTING

5. Does the committee have a clear documented purpose or role statement?

- Yes
- No
- Not sure

6. Did the committee set goals at the beginning of the year?

- Yes, formally
- No, informally
- Not

7. Were the goals reached in time as planned?

- Yes
- Partially
- No
- No comment (new committee member)

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## **OXNARD COLLEGE Participatory Governance and Standing Committees Self-Appraisal Process Implementation**

**8. Are the processes used by the committee documented?**

- Well documented
- Partially documented
- Not documented

**9. Are the processes used by the committee effective in advancing committee goals?**

- Very effective
- Partially effective
- Not effective

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## **OXNARD COLLEGE Participatory Governance and Standing Committees Self-Appraisal**

### Accomplishments

10. Identify three major committee accomplishments from the last academic year (limit to 1,500 characters):

1.

2.

3.

# Participatory Governance, Standing, Advisory and Ad-Hoc Committees at Oxnard College

## OXNARD COLLEGE Participatory Governance and Standing Committees Self-Appraisal

### Overall Effectiveness

11. To what degree do you agree with the following statement?

“The business of the committee was accomplished effectively.”

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree
- Not Applicable

12. Identify three suggested changes to improve the effectiveness of this committee (limit to 1,500 characters):

1.

2.

3.

This is the end of the self-appraisal.