

# PARTICIPATORY GOVERNANCE MANUAL

2022-2025

# **CONTENTS**

CERTIFICATION	
Introduction	3
PHILOSOPHY AND GUIDING PRINCIPLES	5
PHILOSOPHY	5
GUIDING PRINCIPLES	5
GOVERNANCE RELATIONSHIPS	6
ROLE OF FACULTY IN PARTICIPATORY GOVERNANCE	6
ROLE OF CLASSIFIED IN PARTICIPATORY GOVERNANCE	6
ROLE OF STUDENTS IN PARTICIPATORY GOVERNANCE	7
ROLE OF ADMINISTRATORS AND MANAGERS IN PARTICIPATORY GOVERNANCE	7
NORMS, TOOLS, AND ROLES	8
CODE OF CONDUCT	8
COMMUNICATION AND MEETING MANAGEMENT	8
Consensus Seeking and Decision Making	9
PARTICIPATORY GOVERNANCE ROLES	10
ROLE OF THE CHAIRS	10
ROLE OF THE COMMITTEE MEMBER	11
ROLE OF THE PROXY MEMBER	12
ROLE OF THE AREA EXPERT	12
ROLE OF THE COMMITTEE ADMINISTRATIVE ASSISTANT	12
COMMITTEE STRUCTURE	13
COLLEGE PLANNING COUNCIL	14
BUDGET COMMITTEE	16
COLLEGE USE, DEVELOPMENT, & SAFETY COMMITTEE	17
Curriculum	19
PROFESSIONAL DEVELOPMENT COMMITTEE	21
Program Review Committee	22
Student Equity & Success Committee	23
TECHNOLOGY EFFECTIVENESS COMMITTEE	25
STANDING COMMITTEES	27

# **CERTIFICATION**

This document serves as the framework for the collegial consultation model at Oxnard College. It represents the participatory governance structure and recommendation-making process that have been agreed upon by the undersigned Academic Senate, Classified Senate, Associated Student Government, and administrative representatives of Oxnard College.

	05/11/2022
Acting President—Oscar Cobian, Ed.D.	Date
Army 7. Edwards	5/11/2022
Academic Senate President—Amy Fara Edwards, Ed.D.	Date
Ampazo Medina	05/11/2022
Classified Senate President—Amparo Medina, M.S.	Date
Damaris Figueroa	05/11/2022
Associated Student Government President—Damaris Figueroa	Date

# **GOVERNANCE RELATIONSHIPS**

Oxnard College promotes, supports, and encourages the participation of all constituency groups in college and district committees and provides each with opportunities to participate in formulation and development of policies and procedures.

### ROLE OF FACULTY IN PARTICIPATORY GOVERNANCE

Faculty are represented by the Academic Senate at Oxnard College. Full-time and part-time faculty members at each college are represented in governance by an Academic Senate. The Academic Senate at each college assumes primary responsibility for making recommendations in the areas of curriculum, academic standards, and other areas of professional and academic matters identified in Assembly Bill 1725. Faculty participation in governance includes, but is not limited to, the eleven areas of academic and professional responsibility specified in Title 5 (Sections 53200–53204).

Those eleven areas are as follows:

- 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. Plus, other academic and professional matters as mutually agreed upon between the governing board and Academic Senate.

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 IN PARTICIPATORY GOVERNANCE

Classified staff are represented by the Classified Senate at Oxnard College. Classified Senate represents all full-time and part-time classified professionals, classified supervisors, classified confidential employees, and other unrepresented groups in the governance process on matters outside the scope of collective bargaining. Classified Senate consults collegially through the participatory governance process in the following specific academic and professional matters, as outlined in the Ventura County Community College District Participatory Governance Handbook (9+1):

- 1. Standards or policies regarding student support and success
- 2. College governance structures, as related to classified roles