PG Workgroup Minutes

Present: Amparo Medina, Amy Edwards, Chris Renbarger, Diane Eberhardy

Absent: Art Sandford, Linda Faasua, Linda Kamaila

Meeting Date: **11/14/19**	Review of Action Notes: N/A	Recorded By: **Susan Lawrence**
AN = Action Needed	**AT = Action Taken**	**D = Discussion**	**I = Information Only**

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
IV.	Review & Discussion of Definition, Philosophy & Guiding Principles	I, D	A. Edwards brought Definition, philosophy & guiding principles for the Workgroup to review Members agreed to create a glossary Include 1 page stating mission, vision and values "Definition" Discussion: - move 1nd paragraph down to be the last paragraph. - Add VCCCD before Board of Trustees - Add Ultimately at OC before participatory governance of the now last paragraph Decision: Workgroup agreed to add last paragraph of Definition to Intro and cut remaining Definition material. "Philosophy" Discussion: - Work on definition of "consensus" - Remove professionals and supervisors in 3rd paragraph		

			Guiding Principles: - Change open to public in "participation" - Add transparency before "equity, civility…" in "dialogue" *Workgroup agreed Intro, Definition, Philosophy and Guiding Principles are complete after edits	
V.	Review & Discussion of Participatory Governance Roles	I, D,	• Change all standing to PG • Change all facilitator and co-chairs to chair(s) • Change all staff to Classified Role of the Co-Chairs: - Remove For the college… sentence - Remove * in 3rd bullet - Remove council's in 3rd bullet - Change chair to committee in 4th bullet - Remove last paragraph Role of the Voting Committee Member: - Add transparency before equity in first paragraph - Remove "While the college's..." start sentence with Recommendations - Remove "On the college council" sentence in last paragraph Role of the Constituency Member: - Remove (excluding the executive…) - Change associated government students to Associated Student Government - Remove OC after ASG - Remove last sentence Role of the proxy member: - Remove "and the college council" in 1st sentence Role of the Expert/Ex Officio Member: No changes	IV.A

			Remove Role of the Advisory Member Role of the Note Taker: - Add "and post" after distribute in the 1st sentence Remove Role of the Meeting Guest
XII.	Review & Discuss Grossmont College Pages 8, 9, 13 & 14	I, D,	Rules, Tools & Roles: - Page 8 change rules to norms - Change rules to code of conduct Meeting Management tools, Page 9: - Remove "remember…" in 3rd bullet Consensus forming and decision making: No changes Communication & documentation, page 13 - Remove "eg college council…" in 2nd bullet - Add feedback mechanism to 4th bullet - Add "in accordance to the brown act as applicable" in 5th bullet
IX.	Actions & Future Meetings	AT	Document Page Order: 1. Introduction 2. Philosophy & Guiding Principles 3. Norms, Tools and Roles 4. Communication & Documentation 5. Governance Relationships (students, classified, faculty, administrators) 6. Glossary 7. Governance Model A. Medina will update Governance Relationships A. Edwards will update Philosophy, Guiding Principles, Norms, Tools, Roles, Communication & Documentation C. Renbarger will update the Governance Model Future Meeting Dates:

		- November 21st, 2019: 2 – 4pm CH Conference Room - December 17, 2019: 10am – 12pm CH Conference Room	

PG Workgroup Minutes

Present: Amparo Medina, Amy Edwards, Art Sandford, Chris Renbarger, Linda Kamaila, Linda Faasua

Absent:

Meeting Date: **11/21/19**	Review of Action Notes: N/A	Recorded By: **Susan Lawrence**
AN = Action Needed	**AT = Action Taken**	**D = Discussion**	**I = Information Only**

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
IV.	Review & Discussion of Committee Model	I, D	The Workgroup reviewed the Committee diagram provided by C. Renbarger. Updates made: • Added PDC • Curriculum committee reports directly to AS • Rename Student Success Committee • Rename Budget Utilization Committee • Add Tech Taskforce • Safety Committee will be an ad-hoc subcommittee of CUDS SS committee is in the process of updating their charge & responsibilities. Discussion ensued to define what the SS committee actually does and a possible name change was suggested (IE, student equity committee) to reflect the duties of the committee. Possibly create an IE standing committee that would review all the data. The Workgroup will review the Student Success manual and will revisit this discussion at the next meeting. It was suggested to rename the BUC, possibly change to Fiscal Review Committee, Fiscal Oversight Committee or Fiscal Review & Oversight		

			The diagram will not include lines to show reporting levels. Instead, it will be indicating if the committee is standing, PG and ad-hoc based-on shape. A. Edwards reviewed the membership of the College Council: 3 Classified Senate, 3 Academic Senate, 3 Administrators, 1 ASG President, 1 AFT Rep Flex week will include a "committee training" for co-chairs and members, that will include review of Robert's Rules.	
V.	Review PG Manual	D	Intro: Change BP & BAP to BP/AP Philosophy & Guiding Principles: No comments Meeting Tools: Add another bullet under the first bullet: "Remember all PG agendas will reference relevant ACCJC standards" Last bullet, change notes templates to minutes/notes and add all agendas and minutes will be posted publicly Consensus & decision making: Add a line describing a Quorum and what is necessary to make the proceedings of a meeting valid. The Workgroup discussed the wording of the consensus portion of the NRT page of the updated manual, decided to leave it as is.	IV.A
XII.	Next Steps	AN	Review Council Document Go over A. Medina's documents (Governance Relationships) Review each individual committee manual	
IX.	Future Meetings	AT	Tuesday, December 17th at 10am	

PG Workgroup Minutes

Present: Amparo Medina, Amy Edwards, Art Sandford, Chris Renbarger

Absent:

Meeting Date: **12/17/19**	Review of Action Notes: N/A	Recorded By: **Susan Lawrence**
AN = Action Needed	**AT = Action Taken** **D = Discussion**	**I = Information Only**

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
IV.	Initial Discussion	I, D	According to ACCJC, PG Manual needs to be more communicative & streamlining. The Workgroup is narrowing committee charges & updating names to be more appropriate. Discussed if a flow chart needs to be added to the PG manual to show the process of resource requests. Examples discussed were how to add a facility or how to start a new program. In diagram: Refer to AS, CS, ASG as constituent groups Operational leadership teams: Deans Council, Student Services Leadership Group, Business Services Council President's Office Committees: Executive Team, President's Cabinet (includes deans) Refer to Foothill page 5 for flow chart example. To make Tech Effectiveness Committee a PG, VPAA (non-voting) will need to co-chair with an AS appointed rep & CS appointed rep plus 2 faculty, 2 classified, 2		

			management, 1 student (9 votes including as & cs rep). They would meet twice a semester & Director of IT could be a non-voting member. CUDS remains the same, will have separate meetings for safety and report out at CUDS as the PG. Discussed requesting when an ad-hoc is formed under a PG for a certain purpose they follow brown act (agendas & minutes are posted publicly).		
V.	Governance Relationships	I, D,	*First Section:* Add in Foothill's 1st paragraph after first paragraph Add "in accordance… development of policies/procedures" from classified to end of foothill paragraph just added Change campus to college throughout *Faculty Section:* Change () to commas in 1st paragraph Add AB 1725 after Title 5 in 1st paragraph *Classified Section:* Take out "to the end…" Add #10 instead of last paragraph, keep only the first line *Administration Section:* Combine 3 sections into a paragraph		IV.A

XII.	Next Steps	I, D,	• January meeting, we will start with a "clean draft" • End of January, workgroup will have a complete draft including all committees • Review charges & memberships for each committee		
IX.	Actions & Future Meetings	AT	January 8th, 2020		

PG Workgroup Minutes

Present: Amparo Medina, Amy Edwards, Art Sandford, Chris Renbarger

Absent:

Meeting Date: **1/8/20**	Review of Action Notes: N/A	Recorded By: **Susan Lawrence**

AN = Action Needed	AT = Action Taken	D = Discussion	I = Information Only

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
IV.	Initial Discussion	I, D	According to ACCJC, PG Manual needs to be more communicative & streamlining. The Workgroup is narrowing committee charges & updating names to be more appropriate. Discussed if a flow chart needs to be added to the PG manual to show the process of resource requests. Examples discussed were how to add a facility or how to start a new program. In diagram: Refer to AS, CS, ASG as constituent groups Operational leadership teams: Deans Council, Student Services Leadership Group, Business Services Council President's Office Committees: Executive Team, President's Cabinet (includes deans) Refer to Foothill page 5 for flow chart example. To make Tech Effectiveness Committee a PG, VPAA (non-voting) will need to co-chair with an AS appointed rep & CS appointed rep plus 2 faculty, 2 classified, 2		

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V.	Governance Relationships	I, D,	**First Section:** Add in Foothill's 1st paragraph after first paragraph Add "in accordance… development of policies/procedures" from classified to end of foothill paragraph just added Change campus to college throughout **Faculty Section:** Change () to commas in 1st paragraph Add AB 1725 after Title 5 in 1st paragraph **Classified Section:** Take out "to the end…" Add #10 instead of last paragraph, keep only the first line **Administration Section:** Combine 3 sections into a paragraph	IV.A

XII.	Next Steps	I, D,	• January meeting, we will start with a "clean draft" • End of January, workgroup will have a complete draft including all committees • Review charges & memberships for each committee		
IX.	Actions & Future Meetings	AT	January 8th, 2020		

COLLEGE PLANNING COUNCIL

AUTHORITY

The Campus Facilities and Technology Committee derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual, in 2019 by the Academic and Classified Senates, Associated Student Government, and OC Management.

PURPOSE

The College Planning Council is charged with review, revision, tracking and recommendations of all college-wide plans and operations, including but not limited to the Educational Master Plan and Strategic Plan. The Planning Council is also charged with review and recommendations of all other committees' plans and actions to assess their impact or efficacy on the college as a whole. Also part of the council's purview is the review of the effectiveness of the participatory governance process on campus.

MEMBERSHIP

Members are to be appointed/selected annually.

Members have the following responsibilities:
- Review and provide feedback on all college-wide plans
- Review and provide feedback on the plans and activities of College committees
- Report information from CPC back to their constituency
- Present the views of their constituency, not solely their own views
- Attend committee meetings on a monthly basis
- Read reports from

District committees The

College Planning Council

membership is as follows:

> Co-Chairs
> - College President
> - Academic Senate President
> - Classified Senate President
>
> Committee Members
> - College Vice Presidents

- Academic Senate Board
- Classified Senate Board
- ASG Board

GOALS
- To promote informed and constructive dialogue for effective college-wide planning, and participatory governance.
- To coordinate with the appropriate committees
- Develop and oversee college-wide planning
- To ensure that participatory governance processes are effective means of decision making at Oxnard College.

ACTIVITIES
In order to accomplish the above goals, the Campus Facility and Technology Committee:
- Annually reviews (and revises as needed) all college-wide plans
- Reviews and makes recommendations regarding the plans and activities of all college committees as they relate to college-wide planning and operations.
- Posts approved College Planning Council agendas and minutes to sharepoint and campus website takes other appropriate means to inform the college community.

College Culture

Oxnard College governance is framed by our Mission, seeks to realize our Vision, and is guided by our Values. Our culture impacts our decisions in both formal and informal ways.

Mission

Oxnard College is a learning-centered institution that embraces academic excellence by providing multiple pathways to student success.

Vision

Oxnard College aspires to be the community college of choice for its surrounding and neighbouring communities, and to be the destination college for the greater Ventura County area. Oxnard College pursues excellence with a focus on preparing students for success in their educational and career endeavors.

Values

Student Success
- supporting students' academic goals and improvement of interpersonal skills and professional competencies

Responsible and Sustainable Innovation
- promoting creativity and opportunities for innovative practices that consider potential impacts while maintaining purposeful and thoughtful use of resources

Excellence with Integrity
- doing the utmost to provide positive examples with unflinching honesty to the highest standards, while being responsible for actions, results, and success

Leadership
- developing, fostering and empowering students, staff, faculty and administrators

Community
- investing in the development of meaningful collaborations and partnerships between the college and the region

Diversity, Inclusivity and Respect
- embracing a culture that welcomes all individuals, valuing and recognizing others' differences, viewpoints and perspectives

Safety
- fostering a safe, secure and healthy environment

Governance Commitments

Oxnard College faculty, staff, students and administrators commit to integrity in our work, and transparency, civility, collegiality, and collaboration in our relationships.

Participatory Governance committee meetings are transparent, public meetings, in which a diversity of ideas and opinions are encouraged, valued and discussed with civility and respect.

Participatory Governance committees are intentionally collegial, with faculty, classified and administrative tri-chairs (when appropriate). Committee membership is carefully and inclusively crafted to include representative faculty, classified, students and administrators.

Participatory Governance committees are collaborative working committees in which faculty, classified, students and administrators work openly and honestly together to fulfil the committee's purpose to the best of their abilities.

Decision-Making Commitments

We commit to making evidence-based decisions that develop, encourage and empower students, and one another, to succeed, innovate and excel.

We commit to making decisions with a focus on the broadest possible constituency, aiming to improve or maintain programs, services, or facilities for the college as a whole, students, faculty, classified and administrators.

Governance Roles

Decisions at Oxnard College are shaped in a transparent structure that puts into practice the spirit and principles of participatory governance with a student-focused approach. Members of the college community have the authority and responsibility to make recommendations in matters appropriate to the scope of their roles in the college. The scope for each constituent group outlined below is derived from the California Code of Regulations (CCR), Ventura County Community College District (VCCCD) Board Policy, senate constitutions, college/district practices, procedures, and job descriptions.

Role of Faculty

Full- and part-time faculty members are provided with opportunities to participate in the formulation and development of college recommendations. This includes developing processes by which recommendations are given, carrying out these processes, and finally assessing the results for future improvements. To achieve this role all faculty members are members of the Academic Senate.

For purposes of college and district governance, the Academic Senate elects representatives which represent the full faculty in making recommendations to the college administration and the Board of Trustees on academic and professional matters. These academic and professional matters are commonly referred to as the "10+1" and include:
1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree certification 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
8. Policies for faculty professional development
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic/professional matters, mutually agreed upon between the governing board and the academic senate. Within this category, classroom design and equipment, faculty office assignment and input into enrolment management have traditionally been treated as "other matters" mutually agreed upon.

According to the stipulations in Title V the Academic Senate shall consult collegially with the administration and the Board of Trustees on matters under its authority. The VCCCD Board of Trustees agrees in Board Policy 2510 to "consult collegially" with the colleges' Academic Senates on academic and professional matters by "mutual agreement" through written resolutions, regulations, or policies. This means that the faculty and administrators will work in good faith to reach agreement on academic and professional matters. In instances in which mutual agreement with the Academic Senate is not reached, the administration or Board commits that its decision will be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate and relevant context. The Academic

Senate shall have reasonable explanation of receiving a written explanation when mutual agreement is not reached.

For purposes of collective bargaining, faculty members are represented by a chapter of the American Federation of Teachers (AFT), which operates under a contract negotiated and approved by its members. The two bodies that represent college faculty are compatible; the Academic Senate is responsible for professional and academic matters, while the chapter of the AFT responds to matters of salary, benefits and working conditions.

Role of Classified

Classified staff members are provided with opportunities to participate in the formulation and development of college recommendations. This includes developing processes by which recommendations are given, carrying out these processes, and finally assessing the results for future improvements. To achieve this role all classified staff members are members of the Classified Senate.

For purposes of college and district governance, the Classified Senate elects representatives which represent all classified staff in making recommendations to the college administration and the Board of Trustees on professional matters. These matters are commonly referred to as the "9+1" and include:
1. Standards or policies regarding student support and success
2. District and college governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activates
5. Processes for program review
6. Processes for institutional planning and budget development
7. Curriculum systems and implementation
8. Degree certification requirements
9. Educational program development
10. Other professional matters, mutually agreed upon between the governing board and the classified senate

The VCCCD Board of Trustees agrees in Board Policy 2510 that recommendations and positions developed by the classified staff be given every reasonable consideration prior to the Board's taking action on a matter having a significant effect on classified staff.

For purposes of collective bargaining, classified staff members are represented in collective bargaining by the Service Employees International Union (SEIU), which operated under contract negotiated and approved by its members. The two bodies that represent college classified staff are compatible; the Classified Senate is responsible for professional matters, while the chapter of the SEIU responds to matters of salary, benefits and working conditions.

Role of Students

Oxnard College recognizes the Associated Student Government (ASG) as the representative body for the students. In its role representing all students, it offers opinions and makes recommendations to the college administration and district Board of Trustees with regard to district and college policies and procedures that have or will have a significant effect on students.

These matters include:
1. Grading policies
2. Codes of student conduct
3. Academic disciplinary matters
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
10. Any other district and college policy, procedure, or related matter that the administration or Board of Trustees determine will have a significant effect on students

Role of Administrators

Oxnard College's administrative staff includes vice-presidents, deans and directors. In addition to the supervision of budgets, personnel and related operational responsibilities, college administrators as responsible to:

- provide leadership and expertise in assessing, identifying, formulating, and aid in implementing the overall academic direction of the college in conjunction with the President
- plan, organize, direct, evaluate and report on the activities of the college pursuant to the district and college mission, goals and plans
- plan and recommend instructional and student service programs, college budget, and organizational structure of the college
- prepare and maintain and educational master plan, facilities master plan, and strategic plan
- conduct and support institutional research related to student learning, development and outcomes
- remain current on emerging services, methodologies and technologies relevant to the college's programs and services
- establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of curriculum and programs
- serve as a resource to and collaborate with faculty, staff and students in developing, coordinating and evaluating the college's programs and services
- ensure the college's educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, district policies, contractual agreements and articulation agreements
- serve as a resource to the President, Chancellor, Board of Trustees, and college faculty, staff and students for the college's educational and student service programs

- promote the appropriate inclusion of students, faculty and staff in participatory decision-making processes

Committee Type and Structure

General

All committees will post agendas and minutes to SharePoint on a monthly basis, and Participatory Governance (PG) committees will post agendas and minutes on the Oxnard College website on a monthly basis.

All committees will meet monthly during the regular academic year (August – May), with additional meetings as needed. PG committees' regular meeting schedule will be posted on the Oxnard College website.

All committees may request attendance of non-voting ex-officio members for advisement involving area specific expertise.

Participatory Governance Committees

Participatory Governance (PG) committees fall under the formally defined roles of the Faculty 10+1, Classified 9+1, Student 9+1, or Administrator concerns, as identified below.

College Council

The College Council's mandate is:
- to review and track progress from other college committee and constituency recommendations assessing their impact and efficacy on the college as a whole
- to review all college-wide plans (including but not limited to the Educational Master Plan, Strategic Plan, and Facilities Master Plan)
- to consider any college concerns not addressed in another college committee
- to assign tasks or projects to other committees (as those tasks or projects relate to the purview of the assigned committee)
- to review and recommend resource requests for program/service improvement
- to review (at least once every three years) and revise (as needed) the participatory governance manual
- to ensure that participatory governance processes are effective

The College Council is a Participatory Governance (PG) Committee that is of concern to all four governing constituencies: Academic Senate (AS), Classified Senate (CS), Associated Student Government (ASG), and Administrators.

Committee Tri-Chairs (non-voting):
College President
Academic Senate President
Classified Senate President

Committee Members (13 voting members):
VP, Academic Affairs
VP, Student Services
VP, Business & Administrative Services
Dean (assigned by President)
Four (4) AS Representatives (assigned by AS President)
Three (3) CS Representatives (assigned by CS President)
ASG President
ASG Representative (assigned by ASG President)

Facilities & Technology Committee

The Facilities & Technology Committee's mandate is:
- to review lighting, signage, building names, maps, and way-finding (addresses the experience a person has when entering a campus facility) on an annual basis
- to consider and recommend upgrades of existing facilities and technology
- to consider and recommend campus and technology use policies
- to complete and annually maintain the college Technology Plan
- to review and maintain the college Facilities Master Plan

The College Facilities & Technology Committee is a Participatory Governance (PG) Committee that is of concern to all four governing constituencies: Academic Senate (AS), Classified Senate (CS), Associated Student Government (ASG), and Administrators.

Committee Tri-Chairs:
VP, Business & Administrative Services
Academic Senate President (or designee)
Classified Senate President (or designee)

Committee Members (11 voting members):
Director of Facilities, Maintenance & Operations
Director of College Information Technology
Dean of Student Services (or designee)
Four (4) AS Representatives (assigned by AS President)
Two (2) CS Representatives (assigned by CS President)
ASG President (or designee)
AFT Representative (in accordance with contract)

Curriculum Committee

The Curriculum Committee's mandate is:
- to recommend new and revised curriculum to the College Council and District Technical Review Workgroup – Instruction (DTRW-I)
- to recommend program changes, certificate pattern changes, course changes, or deletions (when necessary) in accordance with the Education Code and Title V
- to provide guidance, advocacy, oversight in the creation or development of courses, programs, certificates, degrees, transfer patterns and academic policies
- to ensure that curriculum is academically sound, comprehensive, and responsive to evolving needs
- to review all course curricula on a five-year cycle
- to review (at least once every three years) and revise (as needed) the Curriculum Handbook

The College Council is a Participatory Governance (PG) Committee that is of concern to all four governing constituencies: Academic Senate (AS), Classified Senate (CS), Associated Student Government (ASG), and Administrators.

Committee Co-Chairs:
VP, Academic Affairs
Academic Senate President (or designee)

Committee Members (9 voting members):
Dean (assigned by College President)
Four (4) AS Representatives (assigned by AS President)
Two (2) CS Representatives (assigned by CS President)
ASG President (or designee)
AFT Representative (in accordance with contract)

Fiscal Planning Committee

The Fiscal Planning Committee's mandate is:
- to identify resources to be allocated in response to resource requests for program improvement
-