

**Shared Decision Making/
Collegial Consultation**

at

OXNARD COLLEGE

Planning and Consultation Council

May 2003

Shared Decision Making/Collegial Consultation at Oxnard College

Introduction

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

To that end, shared decision making is not limited to constituent involvement on committees, but must be part of daily life for all members of each constituency, 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. Shared decision making must be part of all our interactions, and we must make interaction habitual in decision making. Critical to shared decision making is the access all employees are obligated to give to one another, whether student, staff, faculty or administrator.

Definition

Shared decision making, sometimes referred to as "shared governance," is the commitment to (1) ensuring that all college constituencies 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]).

Shared decision 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 V, 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 collegial consultation and shared decision making embodied in AB1725 and Title V. As a reflection of that commitment, we strive to include all campus constituencies – 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 shared decision making and collegial consultation for the district, this internal Oxnard College policy seeks to extend that policy to the college level.

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Role of Administration in Shared Decision Making

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 V, 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 V, (Sections 53200-53204)].

Role of Faculty in Shared Decision Making

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 shared decision making refers to (but is not limited to) the eleven areas of academic and professional responsibility specified in Title V (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 V, 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.

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Role of Classified Staff in Shared Decision Making

In the case of the classified staff, Title V, 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 elected 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.

Some missing links that prevent the current shared governance practice from being a truly consultative process for classified staff are as follows:

- It is the classified individual, not the entire classified constituency that is primarily involved in shared governance activities. SEIU, the classified union, has the authority to appoint or elect classified members to committees where classified representation is required, according to the collective bargaining agreement with the district. However, the method for selection is not broadly communicated or understood. Efficient methods for the appointment or election of classified staff to committees need to be developed.
- When a classified staff member is placed on a committee, there is no institutional method for communication among the staff at large; it is up to the individual. Individuals placed on committees have no way to discern, much less represent, the will of staff as a whole, as there is no mechanism for classified staff to meet to discuss issues with the classified staff at large within the work day. Classified staff representatives need ways to provide information to all other classified staff and also receive feedback from staff. The feedback should then be carried back to the committees for inclusion in committee deliberations.
- Organizationally, no method for classified staff to meet and confer with one another exists. Classified Senate had been the vehicle for shared governance for years; it is limited to meeting at lunch hours, thus requiring staff volunteerism from those who wish to participate in college governance. SEIU likewise does not receive release time to meet. The latest version of a committee formed for classified participation in shared decision making, Classified Connections, has met only a few times since it was first constituted, and it does not yet have a clearly defined charge. Development of a broader forum needs to exist in order for classified staff to effectively participate in shared governance procedures and policies.

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Role of Students in Shared Decision Making

Oxnard College is also committed to ensuring a role for students in the governance process, in accordance with AB1725, Title V (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.

Shared Decision Making/Collegial Consultation Committee Structure

The shared decision making/collegial consultation process developed at Oxnard College is based on a hub and spoke model, with the Planning and Consultation Council serving as the hub, and the shared governance committees and constituency groups serving as the spokes.

Each committee and group appoints representative(s) to the Planning and Consultation Council. The members of PCC both represent their committee or group on the Council, and are responsible for communicating back to their committee or group information and decisions from PCC.

Please consult the diagram in Appendix A for a visual representation of the relationship between PCC and the shared governance committees and constituency groups. The descriptions of PCC and each of the shared governance committees follow.

Shared Decision Making/Collegial Consultation at Oxnard College

PLANNING AND CONSULTATION COUNCIL

AUTHORITY

The Planning and Consultation Council (PCC) was created to serve as the main entity for shared decision making at the College by the authority of the Oxnard College Shared Governance document approved in 2000 by the Academic and Classified Senates, Associated Student Government, and Management. The Planning and Consultation Council reports directly to the President.

PURPOSE

The Planning and Consultation Council makes recommendations to the President on all matters related to planning and shared decision making at the college. In making those recommendations, PCC receives recommendations and other information from the constituency groups and shared governance committees.

MEMBERSHIP

Members are to serve staggered two-year terms and can be re-elected. Members can only represent one group on the Council (e.g. member cannot represent academic senate and technology committee). All members are to have a designated alternate attend in the event of their absence.

Members have the following responsibilities:

- Provide written reports to PCC of their committee's activities
- Report information from PCC back to their committees
- Present the views of the committee or group they were chosen to represent, not solely their own views

The PCC membership is as follows:

Co-Chairs

- Executive Vice-President, Student Learning or Vice President, College Services (rotates every two years)
- Academic Senate President

Constituency Group Representatives:

- Two management representatives (appointed by Deans' Council)
- Two academic senate representatives (appointed by the Academic Senate)
- Two classified staff representatives (appointed by the Classified Senate/SEIU)
- Two student representatives (appointed by Associated Student Government)
- One AFT representative (appointed by AFT)

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PLANNING AND CONSULTATION COUNCIL (continued)

MEMBERSHIP (continued)

Shared Governance Committee Representatives:

One representative from each of the following shared governance committees:

- Campus Use, Development and Safety Committee (CUDS)
- Curriculum Committee
- Financial Resources Committee (FRC)
- Professional Development Committee
- Program Review Committee (PRC)
- Student Services Committee
- Technology Committee

Ex Officio Members:

- President
- Executive Vice President, Student Learning or Vice President, College Services (whoever is not currently serving as Co-Chair)
- Director of Institutional Research
- Unit Planning representative

GOALS

- To oversee the coordination of planning activities at the College that ensures an integrated planning process.
- To promote informed and constructive dialogue for the effective development of education at Oxnard College.
- To ensure that shared governance processes are effective means of decision making at Oxnard College.

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PLANNING AND CONSULTATION COUNCIL (continued)

ACTIVITIES

In order to accomplish the above goals, the PCC:

- Shares information discussed at PCC with shared governance committees and as appropriate the college community.
- Shares information at PCC related to activities of the shared governance committees.
- Reviews Unit Plans and makes recommendations to the President regarding planning and budget.
- Reviews Program Reviews and makes recommendations to the President regarding program development, reduction, or elimination.
- Periodically reviews the Shared Decision Making/Collegial Consultation at Oxnard College document.
- Reviews and responds to matters referred by the President.
- Develops and reviews the College Mission and Goals, Strategic Plan, Educational and Facilities Master Plans.
- Responds to recommendations of shared governance committees and makes recommendations to the President.
- Posts approved Planning and Consultation Council agendas and drafts to the Intranet and takes other appropriate means to inform the college community.

EXPECTED OUTCOMES

- The President receives timely recommendations that are fully informed by the shared governance processes.
- Where appropriate, suggestions, recommendations and decisions are disseminated to the shared governance community.
- 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.
- Shared Decision Making/Collegial Consultation at Oxnard College document is reviewed and updated on a 3-year cycle and revised as necessary.

MEETINGS

The Planning and Consultation Council meets the first 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.

Shared Decision Making/Collegial Consultation at Oxnard College

CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE

AUTHORITY

The Campus Use, Development, and Safety Committee derives its authority from the Oxnard College Shared Governance document approved in 2000 by the Academic and Classified Senates, Associated Student Government, and OC Management. The Campus Use, Development, and Safety Committee reports directly to the Planning and Consultation Council.

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.

MEMBERSHIP

Members volunteer to serve a one-year term, and can serve longer. Certain members are permanent appointments: Campus Police, Health Center, Maintenance & Operations, and the Vice President of College Services.

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, College Services
- Academic Senate President

Constituency Group Representatives

- One management representative (appointed by Deans' Council)
- One academic senate representative (appointed by Academic Senate)
- One classified staff representative (appointed by the Classified Senate)
- One SEIU representative (appointed by SEIU)
- One student representative (appointed by Associated Student Government)
- One AFT representative (appointed by AFT)

Ex Officio Members

- President
- Executive Vice President, Student Learning
- Risk Management

Additional members are welcome.

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CAMPUS USE, DEVELOPMENT, AND SAFETY COMMITTEE (continued)

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 shared governance process.

ACTIVITIES

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

- Reviews, addresses, and reports safety issues in a timely manner.
- Annually reviews lighting, signage, building names, maps, way-finding (addresses the experience a person has when entering a campus facility).
- Reviews, recommends, and/or approves space utilization, 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 Intranet and takes other appropriate means to inform the college community.
- Where appropriate, CUDS will communicate suggestions, recommendations, and review decisions to the shared 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.

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CURRICULUM COMMITTEE

AUTHORITY

The Curriculum Committee is a subcommittee of the academic senate and is a shared 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. The Curriculum Committee reports directly 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.

MEMBERSHIP

The curriculum committee membership will consist of one voting faculty member to represent each instructional, library, and counseling department, plus the academic senate president or designee who will serve as chair of the committee. Additional voting members are an administrative representative, a student representative, and the Articulation and Transfer Center Officers. Non-voting members will be the Executive Vice President, who will also serve as co-chair, the registrar, and all instructional deans. Members are requested to bring their meeting packets, current college catalog, and committee handbook to the meetings.

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 or non-degree 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 and certificate patterns 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.

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CURRICULUM COMMITTEE (continued)

ACTIVITIES

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

- Meets once monthly during the regular academic year to receive new information relative to campus, district, state, and national educational policies and trends and to discuss thoroughly informational and policy issues without taking action.
- Meets once monthly during the regular academic year to act 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 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 Council of Student Learning, transmitting proposals as appropriate for review; and receives DCSL 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.

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.
- 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 third Wednesday. The first meeting is to discuss informational items and new and revised policy items which will ultimately be recommended to the Board of Trustees for their approval. The second meeting is to act on new and revised proposals. Attendance at all meetings is expected. Voting members are to designate proxies in their absence.

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FINANCIAL RESOURCES COMMITTEE

AUTHORITY

The Financial Resources Committee derives its authority from the Oxnard College Shared Governance document approved in 2000 by the Academic and Classified Senates, Associated Student Government, and OC Management. The Financial Resources Committee reports directly to the Planning and Consultation Council and/or the President, if directed.

PURPOSE

The purpose of the Financial Resources Committee (FRC) is to make recommendations, in a spirit of collegiality and openness, to optimize the funding, allocation and utilization of all Oxnard College resources in a manner that promotes fulfillment of its educational mission. The FRC is to participate in the coordination, allocation and re-allocation of the budget resources of the College.

MEMBERSHIP

Members volunteer to serve a one-year or longer term. At the end of the spring semester, each of the campus departments will be requested to designate one representative to the committee who would serve for the next academic year. Membership also includes a representative each from Fiscal Services, Institutional Research, Economic Development, and Resource Development.

Members have the following responsibilities:

- Attend FRC meetings on a monthly basis

The FRC membership is as follows:

Co-Chairs

- Vice President, College Services
- Academic Senate President

Constituency Group Representatives

- One management representative (appointed by Deans' Council)
- One academic senate representative (appointed by Academic Senate)
- One classified staff representative (appointed by the Classified Senate)
- One SEIU representative (appointed by SEIU)
- One student representative (appointed by Associated Student Government)
- One AFT representative (appointed by AFT)

Ex Officio Members

- President
- Executive Vice President, Student Learning

Additional members are welcome.

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FINANCIAL RESOURCES COMMITTEE (continued)

GOALS

- To optimize the funding, allocation, and utilization of all Oxnard College resources in a manner that promotes fulfillment of its educational mission.
- To gather and disseminate accurate and current information regarding the Oxnard College budget.
- To ensure that budget decisions at Oxnard College are linked to a shared governance process.

ACTIVITIES

In order to accomplish the above goals, the FRC:

- Advocates 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 educational mission, strategic master plan, and the current state of the budget.
- Reviews funding requests recommended in the unit plans and identifies possible funding sources.
- Disseminates budget and financial information for all institutional resources of the college among its members and communicate similarly with other college constituencies.
- Monitors the college's financial status and recommends changes in financial direction as warranted.
- Develops recommendations in the pursuit of grants and other external resources that will benefit the college.
- Posts approved FRC agendas and minutes to the Intranet and takes other appropriate means to inform the college community.

EXPECTED OUTCOMES

- 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 FRC shall support the goals and activities of all other campus committees.
- The Planning and Consultation Council and/or the President receive timely recommendations related to budgetary issues that are fully formed by the shared governance processes.

MEETINGS

The Financial Resources Committee meets the fourth Wednesday 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.

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PROFESSIONAL DEVELOPMENT COMMITTEE

AUTHORITY

The Professional Development Committee derives its authority from the Oxnard College Shared Governance document approved in 2000 by the Academic and Classified Senates, Associated Student Government, and OC Management and acts as a committee of the Oxnard College academic senate and under the authority of AB1725 and Title 5 of the California Code of Regulations. The Professional Development Committee reports directly to the academic senate.

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.

With the loss of state funding for staff and professional development activities, the committee's only responsibilities will involve Self-Assigned Flex activities and assisting with the "Mandatory" Flex Day.

MEMBERSHIP

Professional Development Committee membership is representative. Faculty members from each department serve on the committee. In addition, the classified staff is represented, and the Executive Vice President for Student Learning serves as the management representative.

Members serve one-year terms and are selected by their departments or constituent groups. The chair has been an elected position of the academic senate, according to the senate's bylaws; however, recent loss of state funding for staff and professional development has changed significantly the scope of the committee and its activities. As a result, the academic senate is, in Spring 2003, modifying its bylaws. In the future, the professional development chair will be elected by the committee members, as is the case with other Shared Governance committees.

GOALS

- To oversee the coordination of Self-Assigned Flex activities on campus during the academic year.
- To assist in the planning of the "Mandatory" Flex Day each semester, in coordination with the academic senate President and with employment agreements.
- To participate in the shared governance process at Oxnard College.

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PROFESSIONAL DEVELOPMENT COMMITTEE (continued)

ACTIVITIES

In order to accomplish the above goals, the PDC:

- Solicits applications for funding of faculty, staff, and administrative professional development activities.
- Screens applications and funding to some extent appropriate professional development activities.
- Collects written reports of completed activities.
- Plans and publishes the schedule for Self-Assigned Flex activities each year.
- Assists in the planning of the “Mandatory” Flex Day each semester.
- Prepares and submits plans and reports of professional development activities to 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.
- Attends all meetings and report back to departments and constituencies.
- Performs other activities as appropriate.

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 “Mandatory” Flex Day.
- When funding from the state is restored, faculty, staff, and administration will have the opportunity to seek financial support for professional development activities.

MEETINGS

The Professional Development Committee meets as needed and convenient for members throughout the year. Meetings are announced to the academic senate and via email, and the agenda is posted in a conspicuous place 72 hours in advance of each meeting in compliance with requirements of the Brown Act.

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PROGRAM REVIEW COMMITTEE

AUTHORITY

The Program Review Committee derives its authority from the Oxnard College Shared Governance document approved in 2000 by the Academic and Classified Senates, Associated Student Government, and OC Management. The Program Review Committee reports directly to the Planning and Consultation Council and academic senate.

PURPOSE

The Program Review Committee (PRC) exists to oversee the Program Review process. The PRC analyzes information from programs undergoing review and forwards the Program Review reports along with the committee's recommendations to the Planning and Consultation Council. Recommendations and Program Review reports from academic programs are also forwarded to the academic senate for its review. Academic senate forwards any additional recommendations to the Planning and Consultation Council. The PRC makes recommendations to improve, continue, or eliminate programs.

MEMBERSHIP

Members are to serve staggered two-year terms and can be re-elected. The committee chair is an academic manager appointed by the President and approved by the committee.

Members have the following responsibilities:

- Read all Program Review reports
- Provide feedback to the programs at scheduled meetings

The PRC membership is as follows:

Committee Chair

- Manager assigned by the President and approved by the Committee

Constituency Group Representatives

- Six faculty representatives (appointed by the academic senate)
 - 4 Instructional
 - 2 Student Services
- Two deans (appointed by the Deans' Council)
- Three classified staff representatives (appointed by the Classified Senate/SEIU)
- One student representative (appointed by Associated Students Government)

Standing Committee Members

- Executive Vice-President, Student Learning
- Director of Institutional Research

Ex Officio Members

- Three deans (remaining)

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PROGRAM REVIEW COMMITTEE (continued)

GOALS

- To assist in determining institutional effectiveness.
- To facilitate the continuous improvement of programs.
- To assist in aligning programs' goals with the College's mission and goals.
- To encourage that program needs identified in the Program Review are incorporated into the College's planning and budgetary process.
- To provide student services and instructional units with an opportunity to assess their programs and share the results with the College.
- To provide a forum where program representatives can discuss their program and receive feedback and recommendations.
- To communicate a broader understanding of programs at the College among a larger group of faculty, staff and students.

ACTIVITIES

In order to accomplish the above goals, the PRC:

- Sets timelines and schedule for the collection and review of Program Review reports.
- Reviews and revises Program Review forms as needed.
- Provides guidance to programs in relation to the development of the Program Review Report.
- Reviews reports and meets with program representatives to discuss the program.
- Provides programs with a Feedback Report that summarizes the committee's comments and recommendations in a timely manner.
- If deemed necessary, requests that programs expand or revise their reports.
- Forwards the Program Review Reports and Committee Feedback Reports to the Planning & Consultation Council and the academic senate, when appropriate.

EXPECTED OUTCOMES

- Measures of institutional effectiveness and program improvement are supported through the program review 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 recommendations from the program review process are further developed in the unit plans.

MEETINGS

The Program Review Committee meets as many times each semester as is needed to review all programs scheduled for review.

Approved by Program Review Committee on February 20, 2003.

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STUDENT SERVICES COMMITTEE

AUTHORITY

The Student Services Committee derives its authority from the Oxnard College Shared Governance document approved in 2000 by the Academic and Classified Senates, Associated Student Government, and OC Management.

PURPOSE

The Student Services Committee (SSC) is committed to optimizing the provision of student services at the College. In so doing, the committee reviews and revises the processes and procedures within the student services division, and provides guidance in the development of new or the enhancement of existing departments and programs in student services.

MEMBERSHIP

The Student Services Committee membership consists of representatives from all the various student services programs and departments. In addition, the classified staff is represented, and the Executive Vice President for Student Learning serves as the management representative.

Members have the following responsibilities:

- Become familiar with all areas of student services
- Voice concerns emanating from their own programs and departments
- Provide insight into new and updated activities for student services

The SSC memberships is as follows:

Standing Committee Members:

- Dean of Student Services
- Dean of Student Learning
- Registrar
- Chair of Counseling
- Financial Aid Director
- Matriculation Coordinator/Counselor
- Transfer Center Coordinator/Counselor
- Student Activities Specialist
- EOPS representative
- EAC representative
- Student Health Center representative
- Executive Vice President, Student Learning (ex officio)

Members who serve a one or two-year term:

- One instructional faculty representative (appointed by academic senate)
- One non-student services classified staff representative (appointed by classified senate/SEIU)
- One student representative (appointed by ASG)

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STUDENT SERVICES COMMITTEE (continued)

GOALS

- To oversee the coordination of student services activities throughout the year
- To develop a student services efficiency plan
- To participation in the shared governance process at Oxnard college
- To provide leadership to further develop and enhance departments and programs in student services
- To increase awareness of student services throughout the campus community

ACTIVITIES

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

- Annually review the goals and objectives of each student service program and department
- Where appropriate, communicate suggestions, recommendations, and review decisions to the shared governance community
- Develop and distribute a student services newsletter twice each semester
- Report updates from student services departments and programs to the campus community
- Assist with and participate in student activities events
- Facilitate cross-training of student services staff
- Oversee the development and administration of a satisfaction survey of students, faculty and staff
- Work with student services departments and programs to measure efficiency in the provision of services and assist in the efforts to make improvements

EXPECTED OUTCOMES

- More cohesive, cooperative, and coordinated student services
- Improved services to students
- Campus community is better informed about activities and services in student services

MEETINGS

The Student Services Committee meets monthly during the academic year and as needed during the summer.

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TECHNOLOGY COMMITTEE

AUTHORITY

The Technology Committee derives its authority from the Oxnard College Shared Governance document approved in 2000 by the Academic Senate, Classified Senate, 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

The Technology Committee membership is as follows:

Co-Chairs

- Vice President, College Services
- Member of Technology Committee (selected by Technology Committee)

One representative from each of the following areas:

- Information Technology
- Media Center
- Learning Center
- OCTV
- EAC
- Admissions and Records
- Divisions (one faculty or staff representative from each division)

Constituency Group Representatives:

- One management representative (appointed by the Deans' Council)
- Two Academic Senate representatives
- One Classified Senate representative
- One AFT representative
- One SEIU representative
- Two student representatives (appointed by Associated Students Government)

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

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TECHNOLOGY COMMITTEE (continued)

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.
- 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

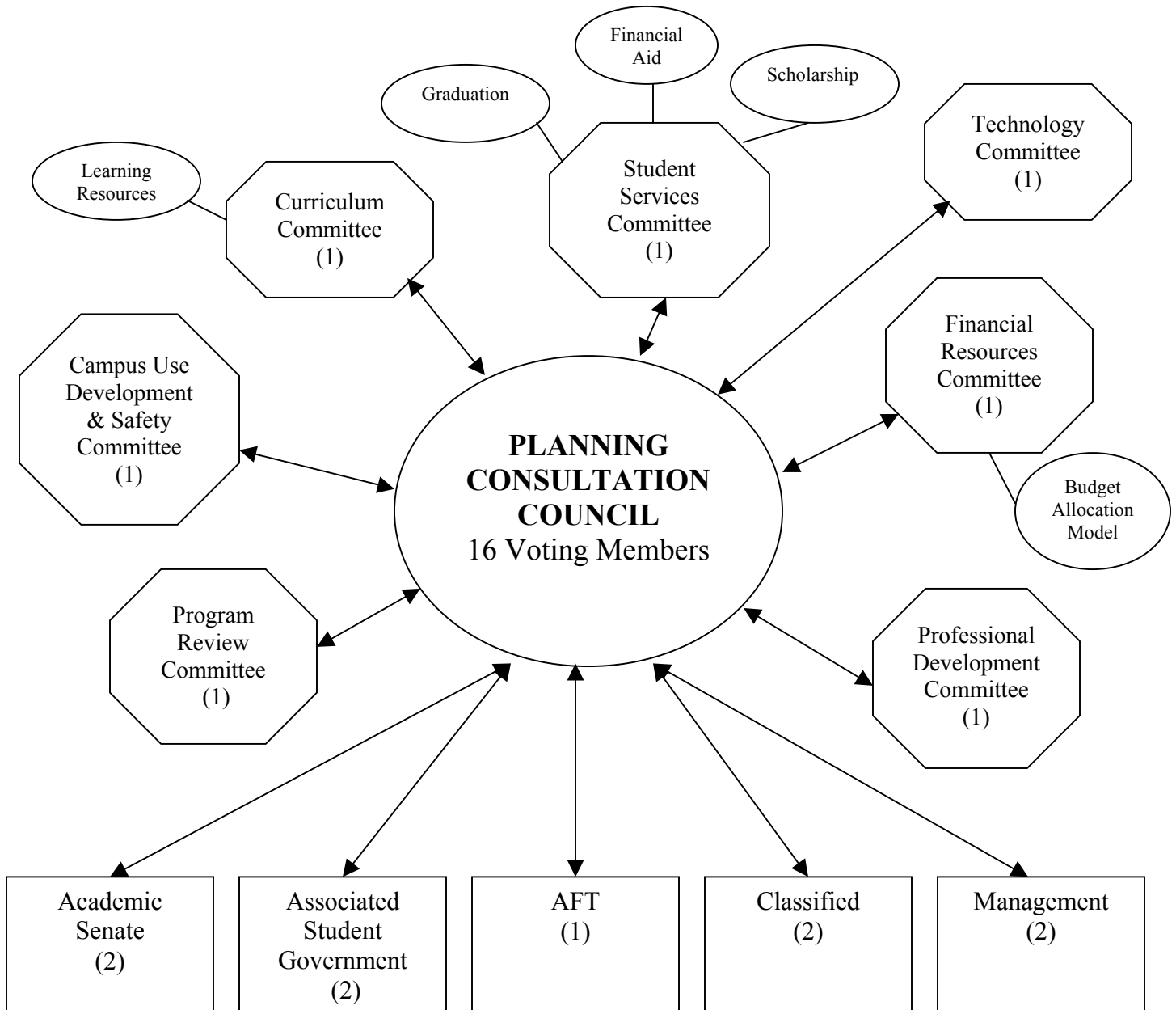
The Technology Committee meets the first and third Tuesdays of each month during the academic year.

Appendix A

**Oxnard College
Shared Decision Making/
Collegial Consultation
Committee Structure Model**

Shared Decision Making/Collegial Consultation at Oxnard College

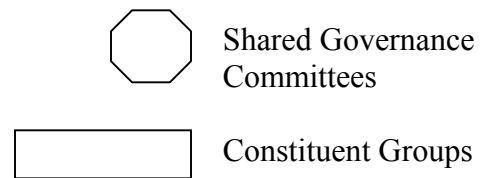
COMMITTEE STRUCTURE



Ex Officio (non-voting) members:

- College President
- Executive Vice President, Student Learning
- Vice President, College Services
- Director of Institutional Research
- Unit Planning representative

LEGEND



Appendix B

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

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The respective roles in governance by students, staff, and faculty are specified in the Education Code of the State of California and in Title V 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 V, 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;
 - (8) policies for faculty professional development activities;
 - (9) processes for program review;

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- (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.
- (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,

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- 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.

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

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

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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.

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Title V, 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 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.