



2018-2019 COMMITTEE CHAIRS TRAINING

PROMOTING EFFECTIVE PARTICIPATORY GOVERNANCE

PARTICIPATORY GOVERNANCE

Education Code 90902(b)(7): Board must adopt regulations that “...ensure faculty, staff, and students...the right to participate effectively in district and college governance.

- Academic Senate 10+1
- Classified Senate 9+1
- Student Senate: “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.*” Title 5, § 51023

BENEFITS TO THE CRAFTON HILLS COLLEGE CULTURE

- Voice
- Inclusion
- Diversity of viewpoint
- Sustainable decision-making
- Development of a shared vision



THE ORGANIZATIONAL HANDBOOK



Crafton Hills College
Organizational Handbook
2019-2020

**DECISION-MAKING AND PARTICIPATORY
GOVERNANCE**

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Published fall 2019

ROLE OF THE CHAIR



HANDLING MINUTES AND AGENDAS

Crafton Hills College		Date: _____ Time: _____
TOPIC	DISCUSSION	FURTHER ACTION
Minutes To Order:		
Report:		
Old Business: (min) I. A. B. II. ...		
New Business: (min) I. A. B. II. ...		
Public Comment		
Announcements:		
Mission Statement: The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning	Vision Statement: Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.	Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and advancement of each individual.

Crafton Hills College Minutes		Date: _____ Time: _____ Location: _____
Members Present:		Members Absent:
TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes:		
New Business	<ul style="list-style-type: none"> • • • 	
Other Business	<ul style="list-style-type: none"> • • 	
Next Meeting:		
Mission Statement: The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning	Vision Statement: Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.	Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

ORIENTATION AND RETENTION OF NEW MEMBERS



Faculty

Staff

Students

OPERATIONAL RULES AND DECISION-MAKING MODELS

- Quorum
- Open vs. Closed Meetings
- Majority Vote, Consensus Building, or Blended Model



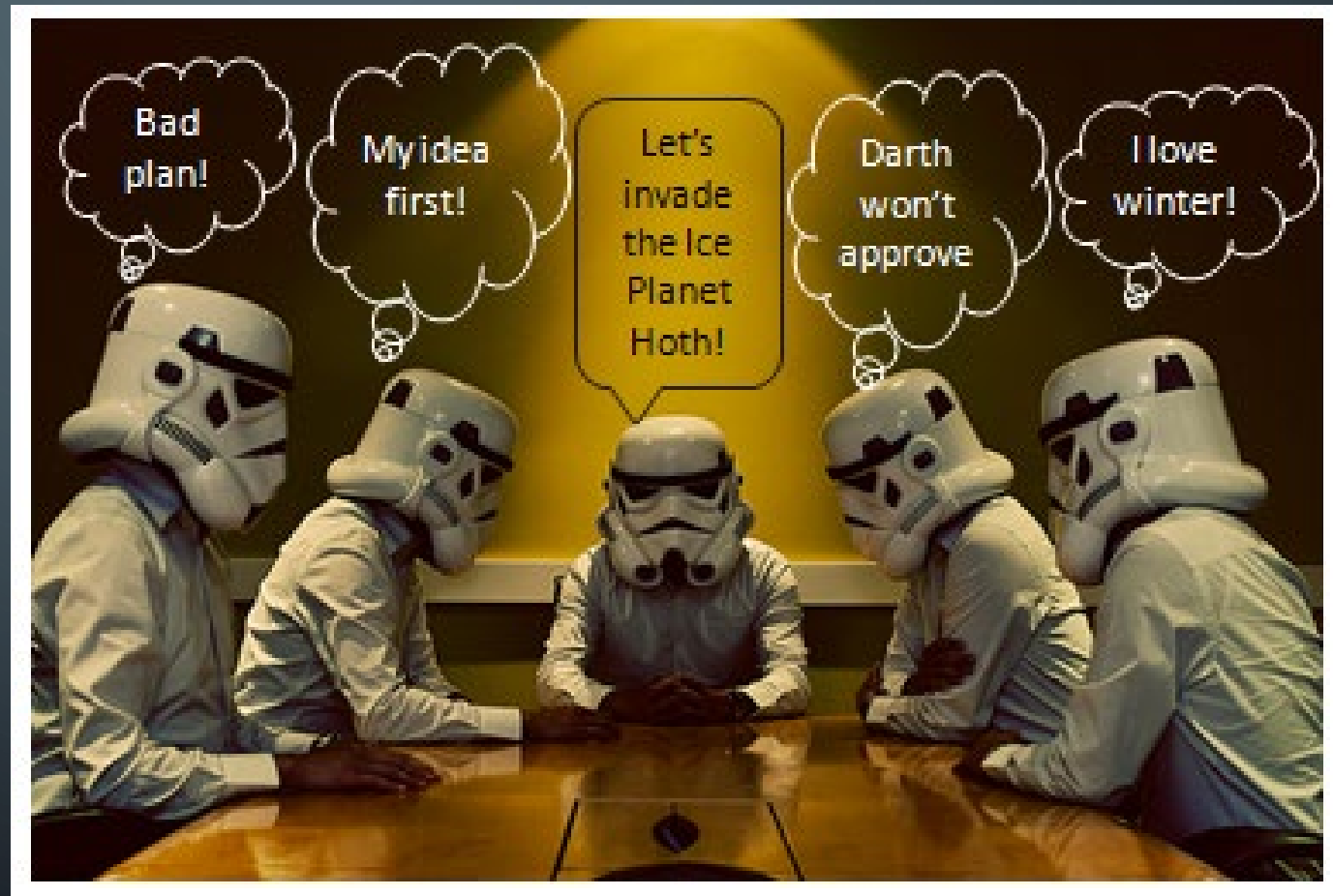
IN EITHER MODEL:

Elicit participation

Pay attention to silence

Summarize main points

Avoid Group Think



EFFECTIVE COMMUNICATION WITH CONSTITUENCIES

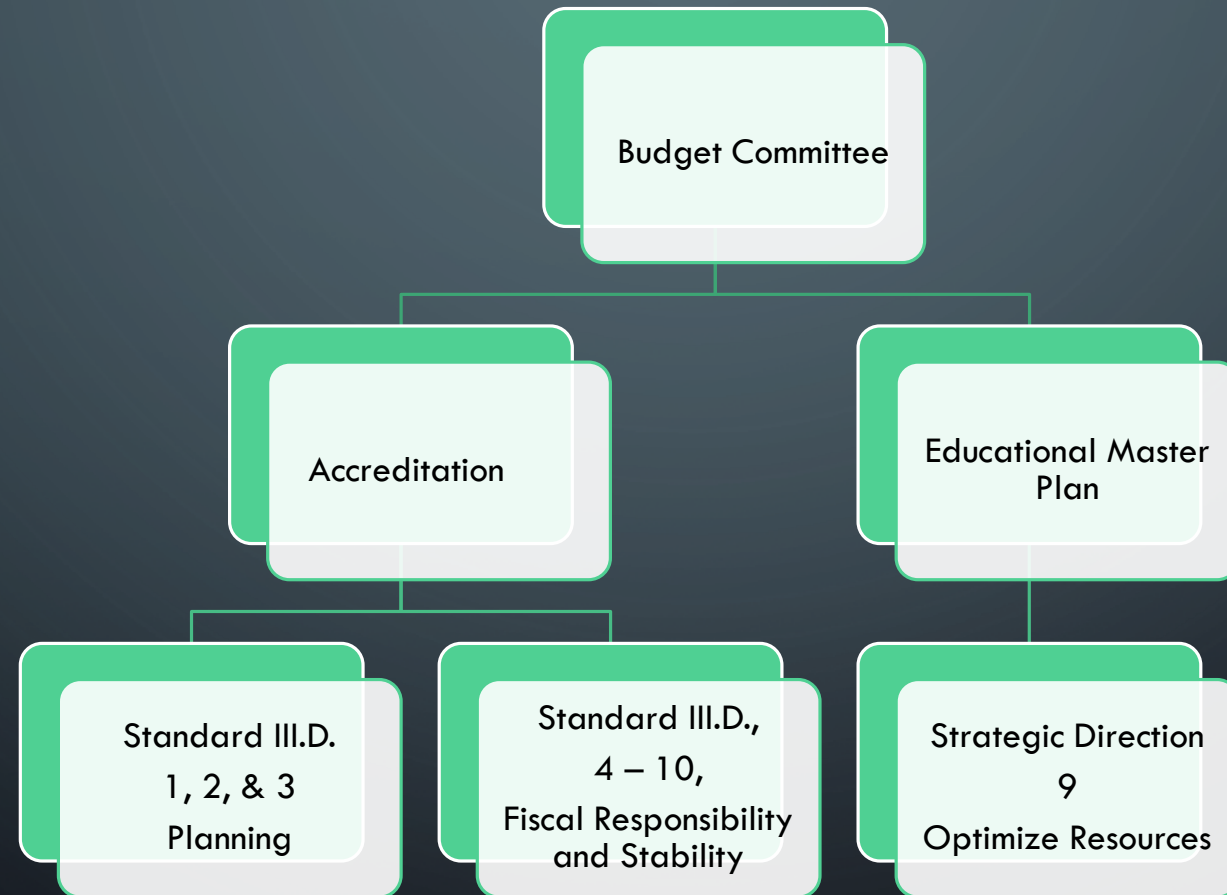
Representatives should report to their constituencies

- Academic, Classified, Student Senates, Bargaining Units, etc.

Chair should share information that impacts the work of other committees



INTERSECTION WITH THE EDUCATIONAL MASTER PLAN AND ACCREDITATION



ACCREDITATION EFFORTS

- Use each committee meeting to review corresponding accreditation standards
 - **Find the standards to which your committee has been assigned (OneDrive):**
 - https://sbccd-my.sharepoint.com/:x:/r/personal/kwurtz_sbccd_cc_ca_us/_layouts/15/Doc.aspx?sourcedoc=%7B2775EB4A-CE02-45D0-80D8-FD72C7B5BEAC%7D&file=standard%20tracking%20.xlsx&action=default&mobileredirect=true
 - **Use minutes to add content to corresponding standards on OneDrive:**
 - https://sbccd-my.sharepoint.com/:f:/r/personal/kwurtz_sbccd_cc_ca_us/Documents/Shared%20with%20Everyone?csf=1&e=GTnkkR

SELF EVALUATION

Is the committee:

- Collaborative?
 - Transparent?
 - Evidence-Based?
 - Effective?
 - Efficient?
-
- Overall experience
 - Clarity of charge, communication, meeting space, training/mentoring, adherence to norms
 - Significant accomplishments



FIRST MEETING

Charge

Membership

Norms

Assignment of Mentors

Review of relevant EMP goals and Accreditation Standards

Tentative Goals (may be carried over to the next meeting)



QUESTIONS? COMMENTS?

