***Moorpark College Making Decisions Handbook, 2017-2020***

White paper for Academic Senate Council

This Handbook is probably the most important college-level document for faculty at Moorpark College – or so would argue the Academic Senate president. We are rightly proud of our participatory governance, in which faculty play a vital role as laid out in law. This is the document that lays out the specifics of where and how and when this all happens.

It is updated every few years – every two years previously but this draft proposes every three years in future. It comes to the Academic Senate Council for discussion and suggestions; upon review by all parties it is signed by the college president, the Academic Senate president, the Classified Senate president, and the president of the Associated Students. It can be revised during its term if required. Here is a summary of its main components with some key changes identified.

Introduction:

As a bonus at the very start of the document it lists Moorpark’s mission, values, and vision – all on the first page.

Chapter 1: The College Culture

Here we lay out the defining qualities of our college: our collegiality, love of dialogue, belief in inclusiveness, culture of evidence, innovation, and emphasis on student learning and success. In this draft President Sanchez also draws out our excellence and places it first in the list of what makes up our culture.

This chapter also defines the role of our faculty (focusing on the purview of the Academic Senate and our Council), along with the roles of our staff, students, and administrators.

Chapter 2: Type and Structure of Groups that Develop Recommendations

This describes the heart of participatory governance, laying out the specific groups that make recommendations and decisions on our campus. The relevant sections of this chapter have gone to all of the groups for review and the charge and/or membership of several of them have been updated through this process.

2.1: Senates and College Standing Committees

This details the purview of the three Senates as established by law, then continues with the charges and membership of our eight Standing Committees that allow them to effectively carry out their roles in our participatory governance processes.

Committee on Accreditation and Planning for Education (EdCAP)

Committee on Accreditation and Planning for Facilities and Technology (Fac/TechCAP)

Curriculum Committee

 (This group has added the newly-created CTE Faculty Liaison to its membership in recognition of the increasing role that CTE programs have on our campus.)

Professional Development Committee

Fiscal Planning Committee

 (This group has made perhaps the biggest change to its membership, adding a classified co-chair to work alongside the current faculty and administrative co-chair, and also adding more classified staff and supervisors to its membership. This is in recognition of the role of the committee in prioritizing new classified staff positions and of the importance of the college budget to all sections of our campus.)

Student Learning Outcomes Committee

Student Success and Equity Committee

Distance Education Committee

2.2: Organizational Groups

This section describes the six councils that lead our management decision-making. You probably know of Deans Council; the most significant for faculty is perhaps the weekly Consultation Conference, when the college president and three vice-presidents meet with the Academic Senate president to discuss matters concerning the 10 + 1 and anything else of mutual interest.

2.3: Advisory Committees

These are not required by law or regulation but are formed to work on specific topics, reporting to a vice-president with their recommendations. We had five of them, including our Honors, Basic Skills, and increasingly important CTE Committees. These are now joined by a sixth one for our emerging Study Abroad program.

2.4: Project Groups

These work to put together our Multi-Cultural Day and our Year of/One Campus, One Book annual program.

Chapter 3: Timelines and Sequences for Key College Decisions

This chapter lays out the timeframes for our program plans, the annual college budget, our full-time faculty prioritization process, our curriculum, etc. Very useful for committee co-chairs and department chairs.

Chapter 4: College Planning and Assessment

This gives an overview of our planning and assessment models, showing both how our individual program plans link with our college Strategic Plan and Educational Master Plan and how they are all assessed by data from our college and our community environment.

Appendices

Organizational charts for our President’s and Vice-Presidents’ offices

Title V extracts on the Academic Senate’s purview over academic and professional matters

The three Senates’ constitutions and by-laws (Academic, Classified, and Associated Students)

A great summary of the key sections of the Brown Act