***Moorpark College Decision-Making Handbook***

**Whitepaper 2 for Academic Senate Council, 5 May 2020**

*Updates to first Whitepaper italicized.*

*Title:*

*New title of ‘MC Participatory Governance Handbook’ suggested as more descriptive and clearer than ‘Decision-Making Handbook’.*

Introduction

Timeframe for Handbook:

*Handbook is now updated to be valid for 5 years*.

Process added to update Handbook during its life-span:

Recommendation from relevant group followed by consultation between and signatures

from four constituents: Academic Senate, Classified Senate, Associated Students, and

College President.

Table of Contents

Names of different types of committees:

*‘Standing Committees’ recommended over ‘Governance Committees’ by management;*

*‘Governance Committees’ suggests that the Advisory Committees and Project*

*Groups are not participatory governance groups*

 *‘Operational Groups’ now adopted rather than ‘Organizational Groups’.*

Chapter 1: The College Culture

1.1 Operating Agreements for Making Decisions

 Updated Mission, Vision and Values

1.2 Roles of Faculty, Staff, Students, and Administrators in Making Decisions

No major changes to role of faculty

Chapter 2: Type and Structure of Groups that Develop Recommendations

2.1 Governance Groups and Membership

Senates: no real changes.

2.1.2 College Standing/Governance Committees

 This introduction is now subdivided into four different sections:

Governance Committee Co-Chairs

Governance Committee Membership

* *Statement added that co-chairs may follow up when their committees are not quorate; this update carefully reworded by the faculty co-chairs*
* *Awaiting final wording of how Associated Students members are appointed.*

Governance Committee Operations

* More specific details now given on the goal-setting and assessment tasks of the committees to reflect much of what already happening
* Statement that committees must be ADA compliant

 Governance Committee Recommendations.

2.1.2.1 – 8 Charges and Membership of Governance Committees

*Seven committees have now finalized their recommendations for updates. One committee was not quorate for a vote so its suggested updates were not accepted into the document; this committee may continue this work next semester and ask to add its recommendations as an update to the Handbook.*

Summary of changes:

* *Six committees recommended that their student representatives should become voting members*
* Classified staff representatives were added where requested as follows:

EdCAP: two members

Fiscal: an additional two members to total five

SEA: two members

SLO: one member

*Curriculum: one member, non-voting*

* Annual Work Plan added to charge of EdCAP, to join its review of

 Educational Master Plan and Strategic Plan

* Creation of an annual joint meeting of EdCAP and Fiscal to review

college resource recommendations in relation to the college

Strategic Plan for gap analysis and recommendations

* SEA added representatives from three existing workgroups so they now

formally report through the committee: Guided Pathways

Workgroup, Learning Support Advisory Committee (previously

Basic Skills), and Basic Needs Workgroup

* ACCESS committee membership: as now when defined as Coordinator

position or designee states must be a faculty member, but when acting as an expert for a committee’s area of responsibility states can be faculty or classified (F/TCAP and DE)

* *No change to number of deans on the committees*
* *No change to vice-presidents and Academic Senate president where listed*

*as ex-officio, non-voting members.*

2.2 *Operational* Groups

 These are the management groups that carry out their work; there are no

 major changes.

2.3 Advisory Committees

* Basic Skills Workgroup now renamed Learning Support Advisory

 Committee with updated charge (2.3.4)

* CTE Workgroup has added more detailed description of its expanded

charge *but membership details cut to reduce length* (2.3.5).

* Addition of following Advisory Committees, all currently operating:

Vice-Presidents (2.3.7)

Guided Pathways – previously GP Steering Committee (2.3.8)

 Matriculation – *reduced description length* (2.3.9)

Dual Enrollment – *reduced description length* (2.4).

2.4 Project Groups

* Addition of Basic Needs Center Workgroup and Emergency Fund Grant

Workgroup – both currently in operation (2.5.3 and 2.5.4); *descriptions now added.*

Chapter 3: Timeline and Sequences in Key College Decisions

These charts are very significant for our participatory governance processes as they are

what all constituencies refer to when we carry out our work. All have now been updated to reflect current practice; for the PG nurds amongst us there are some significant changes that mark our college’s commitment to participatory governance.

 3.1 Development and Review of Program Plans and Assessment

* Integrated within the program plan timeline this now adds our resource prioritization processes, from program plan extraction to proposed joint committee meeting of EdCAP and Fiscal to review the prioritized resources in alignment with the Strategic Plan for gap analysis and recommendations

3.3 Development of the Annual Full-time Faculty Priority List

* Builds in a process to move categorical and grant-funded full-time faculty positions forwards towards hiring once they have been ratified by Joint Council

3.4 *Development of the Annual Classified Staff Priority List - redrafted*

* *Reflects the current practice of moving the process earlier into the Fall*
* *Now matches the full-time faculty process more closely in the responsibilities of the co-chairs of Fiscal and its members*

Chapter 4: College Planning and Assessment

 4.1 The College Planning Model – A Schematic

 *Updated with expanded schematic being drawn up that retitles the various*

*Technology Plans and adds the Annual Work Plan*

 4.2 Assessment Model: Assessment and Program Improvement

 *Now updated.*

Appendices

 These documents are being updated and submitted by the respective parties (President’s

 Office, Academic Senate, Classified Senate, Associated Students, etc.).