



EVERGREEN
VALLEY COLLEGE

**PARTICIPATORY GOVERNANCE
HANDBOOK**

2025/2026

PARTICIPATORY GOVERNANCE HANDBOOK

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College Mission & Vision

Mission

Evergreen Valley College guides all students to pathways that reach their educational and career goals through equity-centered, innovative academic programs and support services. By creating a learning environment where everyone feels welcomed and supported, we are committed to a culture of inquiry, growth, and respect that creates an equitable society in which all can participate and prosper.

Vision

To be the leading college advancing opportunity, equity, and social justice through supporting students' aspirations, education, and career attainment.

Values

Opportunity: EVC defines opportunity as providing pathways to success in higher education regardless of students' unique circumstances.

Equity: EVC defines equity as continually creating conditions that allow historically marginalized and underrepresented students to reach their educational goals successfully, with the commitment to deepening our awareness of institutional barriers that impede students' success by intentionally reviewing, changing, and addressing our programs, procedures, and practices.

Social Justice: EVC defines social justice as eliminating structural barriers and racial hierarchies to ensure fair access to resources and opportunities that create a sense of belonging where all can thrive.

Participatory Governance

Title V:

Title V of the California Code of Regulations, which implements the legislature's intent in passing AB 1725, established relationships among the constituencies within California's community colleges to ensure faculty, staff, and students the opportunity to express their opinions at the campus level. Participatory Governance, simply stated, is a process for shared participation, shared responsibility and shared accountability in decision-making processes that are college-wide in scope, affecting two or more constituent groups.

Introduction:

While participatory governance does not necessarily imply total agreement or the same level of involvement by all participants, participation in the decision-making process leads to mutual understanding, commitment to and acceptance of decisions, the promotion of trust and cooperation, equal opportunities, and fair representation for conflict resolution.

The participatory governance process involves the participation of representatives from appropriate constituent groups who engage in open discussion and timely decision making in areas of policy development and implementation not specifically restricted by legal and policy parameters. Efforts to mainstream procedures and participatory governance are core. In areas where decision-making is shared, there must also be shared responsibility and accountability. All parties involved in the participatory governance process (students, faculty, classified professionals, and administrators) recognize their responsibility to meet with all segments and/or levels of constituency members within their respective groups on a regular basis to gather and report factual information, and to communicate back to their members the rationale for supporting a recommendation or decision.

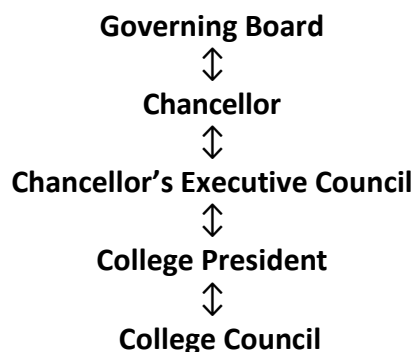
In exercising their responsibilities, as outlined in Title 5, California Code of Regulations, each constituency group recognizes the importance of input from representative committees and task groups in the shared governance process. Appointments to such committees and task groups should be made from as many areas and/or levels within each constituency group as possible to ensure input from those most directly impacted by policies and procedures, and to ensure that such policies and procedures are carried out in an efficient and effective manner.

Decision Making Process

The decision-making process is one that provides for information and recommendations to flow from the individual standing committees and other recognized groups through the College Council to the President of the College. The following pages provide brief descriptions of the Governance Councils and Standing Committees including the purpose, membership, and meeting times.

Each committee makes recommendations and forwards those recommendations to the College Council for review. Recommendations are then forwarded to the College President, except for awarding funds through the Professional Development Committee and decisions of the Curriculum Committee, Student Learning Outcomes Assessment Committee, and Distance Education Committee, which recommends to the Academic Senate.

All committee Chairs shall insure that a written record of all meetings are made available to the campus community. The Participatory Governance Committee Chairs are responsible for reporting to the College Council their committee recommendations. All Chairs are required to report to the College Council on their work once per semester.



Constituent Representative Councils	Standing Committees
Academic Senate	All College Curriculum (ACCC)*
Classified Senate	College Archives (CAC)
Associated Student Government	College Budget (CBC)
Administrative Council	College Safety & Facilities (CSFC)
	College Technology (CTC)
	Distance Education (DEC)*
	Diversity Action (DAC)
	Institutional Effectiveness (IEC)
	Professional Development (PDC)*
	Student Equity (SEC)
	Student Learning Outcomes Assessment (SLOAC)*

*Report to Academic Senate

See Appendix F for districtwide decision-making process

Operational Procedures, Responsibility, and Accountability for all Open Standing Committees:

1. Open standing Committee meetings mean that any individual may attend and participate in the meetings of the Governance groups; however, voting privileges are reserved for committee members. Participation in the discussion by non-committee members is left to the discretion of the Chair.
2. The committee for the subsequent year will be formed in the spring (May) of the previous academic year. New appointees will take office July 1.
3. The Chair, or Co-Chairs, of the Committee, if not designated, will be elected by the committee representatives in the spring term and take office on July 1. All Chairs and Co-Chairs will have the responsibility to contact the college President's assistant to provide the appointment of the new Chair.
4. All Chairs are responsible to provide constituents with goals, direction, and committee process clarification. Please refer to Standing Committee Chair Role (p.9).
5. All Chairs will establish leadership roles that welcome, encourage, and respect views from all College constituents.

When a committee or constituency is given the responsibility for developing a recommendation, or if a committee or constituency is generating a recommendation of its own, it will be done with the following understanding:

1. All recommendations will align with the college's strategic plans.
2. Governance committees must consider the resources available to implement the recommendations.
3. Governance committees must develop timelines for reaching their recommendations. The timeline must be responsive to the needs of the college.
4. Governance committees shall identify stakeholders of the issues under consideration and invite their participation before forming any recommendation. Stakeholders shall be given the opportunity to participate in discussions that will form the basis for making recommendations affecting them.

College Council, Senates, and all Governance committee chairs must provide a list of core representatives, including name, discipline, division and email address to the College President's Office and they will distribute this information to the Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of Administrative Services, Presidents of the Academic Senate, Classified Senate, and Associated Student Government after the Spring committee assignments.

Responsibility and Accountability

Responsibility and accountability are an obligation to perform, to justify, to explain and to be held accountable for the consequences and timelines of an action, recommendation, or decision.

Principles of accountability are based on the following:

1. A responsibility to gather information from appropriate sources, report accurate information, adhere to professional ethics, identify possible fiscal and/or facilities impact, and the potential effect on others.
2. Measurable performance criteria, timelines, definition of roles, clear evaluation of standards, all within a legal and fiscal framework.
3. A process that designates levels of authority/accountability and areas of responsibility.
4. Established and agreed upon fallback procedures, should the processes fail, thus allowing district and state mandates to be met.
5. The realization that two or more separate constituencies can have shared accountability for decisions/recommendations.

Procedures:

1. Robert's Rules of Order are used as a guideline.
2. Any of the four constituency groups may place items on the agenda by contacting their committee representative and the committee Chair at least five working days in advance of the meeting.
3. Agenda items will be supported by relevant and appropriate documents.
4. Every effort will be made to email agendas 72 hours prior to scheduled meetings. Academic Senate and Associated Student Government meetings are Brown Act meetings, and as such, are required to post their agendas 72 hours prior to the scheduled meeting.
5. The first appearance of an agenda item will be for information only, unless voted into an action item by two-thirds of those delegates present.
6. Information items will ordinarily be converted to action items at the next scheduled meeting.
7. Fifty percent (50%) of the representatives, plus one, will constitute a quorum, with at least one representative from three of the four constituent groups present.
8. The committee's Chair or designee will be responsible for the minutes of the meetings and publish approved meeting minutes on the College's web site.
9. Time for public comment is agendized for each meeting.

Limitations:

Participatory governance activities shall not be construed as an alternative to or substitute for the legal right of Collective Bargaining Representatives to make recommendations to the Board of Trustees on bargaining issues, or the right of the Academic Senate to assume primary responsibility for making recommendations to the Board of Trustees in the areas of curriculum, academic standards and on professional matters. (California State Education Code, Article 2, Section 53200.)

Formation of Committees

For a committee, task force, council, etc. to be recognized as part of the collaborative decision-making process, it must first be approved by the College Council, including its charge and composition. Once approved, the committee (by whatever name) will be included in this handbook and at least once per semester will report to the College Council on its activities. This does not preclude the formation of ad hoc committees as necessary or committees under the purview of constituent groups.

Standing Committees:

- College-wide quadripartite committees that meet regularly throughout the year
 - **Appointments to Standing Committees**
Membership is determined by the following procedures: The faculty from the appropriate division selects a representative. Names are forwarded to the Academic Senate for final approval. Exception: The FA selects the Faculty Association (FA) representative to the College Council. In collaboration with CSEA, the EVC Classified Senate appoints classified representatives (on a ratio of 1 out of 2, 2 out of 3, 3 out of 4) to participatory governance committees. The Associated Student Government Executive Board appoints and approves student representation to committees. The College President appoints Management and Supervisory representatives to committees. All committee terms are for one year, renewable by the constituent group, beginning with the fall semester. Selection of committee members should occur by the end of the preceding spring semester. The official committee member start date is July 1.
 - **Service on College Standing Committees**
It is vitally important to the collaborative decision-making process that as many people as possible from different constituent groups participate on campus standing committees. Committees cannot function effectively unless the members take their responsibilities seriously and regularly attend meetings. If a committee member fails to attend three consecutive meetings, they may be removed from the committee. If possible, before an absence, a committee member shall notify the chair they cannot attend a meeting. It shall not be construed to be an absence when the member is conducting business on behalf of the College. The committee Chair shall notify the appropriate constituency when a vacancy occurs on a committee. The committee Chair shall notify the President's assistant when someone is deleted from or added to a committee. Only a committee member appointed by their constituent group may vote on agenda items.

Ad Hoc Committees

- Ad Hoc Committees are created as needed. Ad Hoc Committees deal with college-wide issues and meet as needed to address specific issues. Ad Hoc Committees are composed of all appropriate constituencies. Service on an ad hoc committee may be voluntary or job specific.

Functional Work Teams

- Do not take part in the decision-making process (i.e., College Council Handbook Work Team).

Task Force Committees

- Committees created, as needed, to address specific (usually single item) issues.
- Task Forces, composed of all appropriate constituencies, review, and analyze assigned issues, prepare alternate courses of action, and make recommendations to the appropriate administrator or the body that constituted the task force and to the College Council.

Governance Councils

- The Governance Councils of the Academic Senate, Classified Senate, Associated Student Government, and Administrative Council are self-governing. The descriptions provided are not binding but are provided for convenience only. The bylaws for these groups should be consulted for current and accurate information on their governance.

Standing Committee Chair Role

Under the EVC Participatory Governance model the following commitments are necessary from the Standing Committee Chairs. This list describes the minimum duties and is not intended to restrict other duties as deemed necessary by individual committees.

1. Attend annual training on Participatory Governance and/or participate in training of others with the Participatory Governance process at EVC.
2. Chair all meetings or provide for a substitute in the event of an absence.
3. Prepare all agendas and post on the appropriate Participatory Governance page.
4. Post all approved minutes on the appropriate Participatory Governance page.
5. Lead the committee in establishing annual goals by the 2nd meeting of the fall semester and submit the committee's completed Annual Effectiveness Assessment form to the IEC Chair and the College Council Chair before completion of the spring semester.
6. Provide a report to College Council once per semester. Report dates and requested criteria will be shared with committee Chairs each fall. No items requiring action or extended discussion will be included in the report.
7. Meet with College Council Chair at least once per academic year.
8. Provide constituents with goals, direction, and committee process clarification.
9. Establish leadership roles that welcome, encourage and respect views from all constituents.
10. Identify stakeholders of the issues under consideration and actively invite their participation before forming any recommendation.
11. Make certain recommendations focus on EVC's current major strategic planning directions.
12. Consider the resources available to implement recommendations.
13. Develop timelines for reaching committee recommendations.
14. All recommendations will be forwarded to the College Council in writing and/or presentation and will be separate from the report shared once per semester (see #6).
15. The Chair is responsible for attendance and membership. They will contact constituency group leaders if there is a vacancy.
16. Notify appropriate constituency group leader(s) if there is a member with three or more absences.
17. Ensure the committee is formed for the subsequent year in the spring (May) and the Chair (or Co-Chairs) is elected by the committee representatives in the spring term to take office July 1 (excluding Chairs who hold the role as part of their job duties). Provide the college President's assistant with this information prior to July 1.

College Council

Purpose

The College Council is a representative council (administration; faculty; classified staff; students) that advises the College President. Specifically, the Council will:

- Develop and Maintain College Council Timeline Review/Record/Implement and disseminate college procedures as they relate to Shared Governance.
- Provide college-wide input on participatory governance issues through review and discussion.
- Serve as EVC's main policy body that forwards recommendations on participatory governance issues.
- Make recommendations to the College President provided by the Participatory Governance Committees.
- Disseminate accurate and timely budget recommendations.
- Oversee development and implementation of strategic planning.
- Assures that strategic planning occurs because of campus-wide input.
- Assures that initiatives are implemented quickly and revised regularly, based on assessment and the college's needs.
- Assures that the Mission, Vision, and Values of the College are reviewed and revised at regular intervals.
- Maintain/Implement Participatory Governance Handbook. Exchange information among governance groups.

Recommendations Forwarded To

- College President

Membership

- One Faculty Association Representative (appointed by AFT6157)
- Two Academic Senate Representatives (Current AS President and one appointed by Academic Senate)
- Three MSC Representatives (appointed by College President)
- Three Classified Professionals Representatives (Classified Senate President, one appointed by Classified Senate, and one appointed by CSEA leadership)
- Three Representatives from Associated Student Government (appointed by ASG)

Ex Officio Members:

- College President
- Vice President Academic Affairs
- Vice President, Administrative Services
- Vice President, Student Affairs

Term

- Two Years

Chair

- To be selected from among the Council members

Meetings Schedule

- 2nd & 4th Monday of each month from 2:00 p.m. to 4:00 p.m.

Attendance

- Meetings are open to any interested member of the College community. Please refer to the Operational Rules for all Open Committees. Anyone who wishes the College Council to address an issue should either contact their representative or chair to place the item on the agenda.

STANDING COMMITTEES

College Archives Committee

Purpose

- The College Archives Committee recommends policy and provides planning, management, and oversight of the college archives. Members can elect to use a consensus, hand, or voice vote. (recent charge approved 10/27/08)
- Additional responsibilities include recommendations on decisions regarding:
 - The College Archives
 - The Heritage Room
 - The Memorial Grove
 - Any historical sites or discoveries on the campus; e.g., time capsules, indigenous relics, early settler relics, or other historical artifacts.

Recommendations Forwarded to

- College Council

Term

- All members are elected/appointed for one year, renewable by appropriate constituent group.

Meeting

- Meetings called by Chair and/or College Council as needed.

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Membership

- Two MSC Representatives (appointed by College President)
- Two Associated Students (appointed by Associated Student Government)
- Two Classified Professionals (appointed by Classified Senate)
- Eight Faculty (one faculty from each division as appointed by Academic Senate)
 - Business & Workforce Development
 - Counseling
 - Language Arts
 - Library & Learning Resources
 - Math, Science & Engineering
 - Nursing & Allied Health
 - Social Sciences, Humanities, Arts & PE
 - At-large
- College Archivist (approved by College Council); has the authority to collect and present details to the Archives Committee for approval. The scope of collection will be limited to:
 1. All material is produced on campus.
 2. Manuscripts of employees of the college.
 3. Manuscripts of current and former students of the college.
 4. Manuscripts of contractors with the college.

Mechanics of Collection

1. Transfer of Documents: Physical property transfer should be handled by the Archivist to maintain original order or contents and to address preservation issues.
2. Transfer of Rights of Ownership: Deed of Gift only for manuscripts. No Deed of Gift needed for documents produced on campus.

Records Retention

1. There will be no records retention schedule. All material transferred to the Archives will be preserved based upon the priorities of historical, administrative, legal, and financial value.
2. Items to be destroyed will be listed and submitted to the Archives Committee for approval before destruction.
3. The permanent collection will not include Payroll records, Admission & Records material, Personnel records, Police crime records other than statistical summaries, and other confidential material.

Decession will only occur by order of (and with the approval of the Archives Committee): Board of Trustees, Chancellor, College President, and Legal Warrant.

College Budget Committee

Purpose

The purpose of the College Budget Committee is to be an advisory body to the College President on process, procedures, and development of the college budget. Specifically, the committee is charged to:

- Learn the elements of the budget and review Governing Board and District priorities.
- Recommend college budget priorities and a campus budget development process.
- Make recommendations to the College Council for the allocation of funding and/or budget reductions.
- Disseminate accurate and timely budget information to the college community.

Recommendations Forwarded to

- College Council

Chair

- To be selected from among committee members (any member can be chair: administrator, classified professional or faculty)

Term

- All members are appointed for one year.

Meeting

- 2nd and 4th Wednesday of each month from 3:00 p.m. to 4:30 p.m.

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Membership

- Four MSC Representation (appointed by College President; at least one Instruction and one Student Services)
- Three Students (appointed by Associated Student Government)
- Four Classified Professionals (appointed by Classified Senate)
- Eight Faculty (appointed by Academic Senate; one faculty from each division)
 - Business & Workforce Development
 - Counseling & Matriculation
 - Language Arts
 - Library and Learning Resources
 - Math, Science, & Engineering
 - Nursing & Allied Health
 - Social Science, Humanities, Arts, & PE
 - At-Large
- Ex Officio:
 - Vice President of Administrative Services
 - Budget Operations Supervisor

College Safety & Facilities Committee

Purpose

The purpose of the College Safety/Facilities Planning Committee is to:

- Promote college culture of safety by supporting campus safety education and training.
- Review and make recommendations regarding procedures related to safety.
- Ensure a clear mechanism for individuals to report safety/facility issues, providing regular communications to the campus where the information is located.
- Review and make recommendations on the efficient and effective utilization of college facilities.

Recommendations Forwarded to

- College Council

Membership

- Classified (4)
- MSCC (4)
- Associated Students (2)
- Faculty (8) – One from each division as determined by the College Academic Senate. If a division is unable fill their designated slot on the committee, said slot will be made available as an "at-large" faculty representative, as determined by the College Academic Senate.
 - Business & Workforce Development
 - Counseling & Matriculation
 - Language Arts
 - Library and Learning Resources
 - Math, Science, & Engineering
 - Nursing & Allied Health
 - Social Science, Humanities, Arts, & PE
 - At-Large (elected by the Academic Senate)
- Vice President, Administrative Services
- Manager of Facilities (EVC)

District Non-Voting/Ex Officio Members:

- District Associate Vice Chancellor of Physical Plant Development & Operations
- District Director of Business Services
- District Chief of Police
- District Lieutenant.

Chair

- To be selected from among the committee members.

Term

- All members are elected/appointed for one year, renewable by appropriate constituent group.

Meeting

- 2nd & 4th Tuesday of each month from 1:30 p.m. to 3:00 p.m.

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

College Technology Committee (CTC)

Purpose

The purpose of the Campus Technology Committee is to assess campus computer resources and to develop and annually update. Specifically, the committee will:

- Make recommendations to the College Council on matters relating to the acquisition and use of technology campus wide.
- Create, and annually update, an EVC Technology Master Plan, Telecommunications Technology Information Program (TTIP) and Tech II Plans, and promote, evaluate, and monitor their implementation.
- Promote the use of computers and other technology on campus.
- Make recommendations for technology training for faculty and staff development with the Staff Development Committee and Learning Resources Consortium.
- Make recommendations regarding priorities for the acquisition of technology, hardware and software, design and use facilities and other related resources during the review and development process. Such recommendations could include priorities for support staff, training and access to computer resources and laboratories.
- Recommend procedures for the placement, operation, repair, and replacement of technology resources.

Recommendations Forwarded to

- College Council

Membership

- Three MSC
 - V.P. of Academic Affairs (part of job description)
 - V.P. of Administrative Services
 - Supervisor, Campus Tech Support Services (part of job responsibility)
 - At Large Representative (appointed by College President)
- Two Associated Students (appointed by Associated Student Government)
- Eight Faculty (one from each division as appointed by the Academic Senate)
 - Business & Workforce Development
 - Counseling & Matriculation
 - Library and Learning Resources
 - Language Arts
 - Math, Science, & Engineering
 - Nursing & Allied Health
 - Social Science, Humanities, Arts & P.E.
 - At-Large (elected by the Academic Senate)
- Four Classified Professionals (appointed by Classified Senate)

Chair

- To be selected from among committee members (any member can be chair: administrator, classified professional or faculty)

Term

- All members are elected for one year, renewable by appropriate constituent group.

Meeting

- 1st and 3rd Wednesday of each month from 3:30 p.m. to 5:00 p.m.

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Diversity Action Committee

Established Fall 2006

Purpose

- Increase knowledge of diversity and effect positive change within the EVC community concerning issues of race, ethnicity, gender identity, sexual orientation, dis/ability, socioeconomic class, culture, and national identity, as well as the myriads of ways intersectionality impacts individuals.
- Provide information and new perspectives on these issues to improve personal and working relationships among our community, notably raising awareness of, and acting in prevention against sexism, racism, ageism, classism, heterosexism, ableism, and other forms of categorical prejudice and discrimination.
- Implement ongoing training and equip employees with the tools they need to support underserved students.
- In conjunction with the President's Office and participatory governance committees, create and implement a campus strategic vision and plan for diversity and equity.
- Plan and implement Diversity Calendar of Events in coordination with various campus departments and programs (e.g., Envisioning Equity Speaker Series, a monthly book club)

Recommendations forwarded to

- College Council

Membership

- One Associated Student Government Representative (appointed by Associated Student Government)
- Nine Division Representatives (one per division; request for volunteers made by Director of Student Development, Engagement & Inclusion)
- Two Special Programs Representatives (request for volunteers made by Director of Student Development, Engagement & Inclusion)
- Director of Student Development, Engagement & Inclusion
- College President

Chair

- Co-Chairs, Director of Student Development and Inclusion and the College President.

Term

- All members are selected for a one year, renewable through reaffirming their commitment to DAC.

Meetings Schedule

- Monthly meetings are held on the 3rd Monday from 1:30 to 2:30 p.m.

Attendance

Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Institutional Effectiveness Committee (IEC)

Purpose

1. Assure all college planning is aligned and responsive to the college mission and goals.
2. The committee oversees college accreditation, program review and strategic planning processes.

Accreditation Charge

1. Oversee the Accreditation compliance process and related accountability in consultation with the VP of Academic Affairs and the various constituent groups.
2. Coordinate accreditation activities, including preparation of self-study reports, midterm reports, interim reports, annual reports, and site visitations for accreditation reaffirmation, to ensure sustainable and continual quality improvement.
3. Create and monitor a work plan and schedule inclusive of the accreditation cycle.
4. Receive and distribute information to and from campus and community constituencies.
5. Maintain accreditation reports and update resources in the Accreditation Resource Center (Evidence Room).

Program Review Charge

1. Establish, monitor, and oversee the program review criteria, process, implementation, and accountability in consultation with the Academic Senate and college council.
2. Facilitate a data driven Program Review process that will inform institutional priorities.
3. Coordinate information and data (SLO) with SLO Sub-Curriculum Committee.
4. Develop and monitor Program Review schedule for the college campus and implement formal notification of scheduled program reviews.
5. Provide consultation and feedback during the program review process.
6. Ensure program review is available for public access.

Strategic Plan Charge

1. Establish, monitor, and oversee the Strategic Planning process, implementation, and accountability.
2. Ensure all college planning is responsive to the college vision, values, mission goals, community, and student demographics, while integrating district mission and values.
3. Ensure that all planning processes involve appropriate segments of the college community.
4. Forward recommendations to College Council and Academic Senate as appropriate
5. Create process to report ongoing assessment of the effectiveness of the college strategic plan
6. Oversee the Educational Master Plan process, implementation, and accountability.

Recommendation forwarded to

- College Council

Membership

- Three MSC Representatives (appointed by College President)
- Two Students (appointed by Associated Student Government)
- Three Classified Professionals (appointed by Classified Senate)
- Seven Faculty: (at least one faculty from each area designated below)
 - Business and Workforce Development
 - Student Success and Support Services
 - Language Arts
 - Library
 - Math, Science & Engineering
 - Nursing & Allied Health
 - Social Science, Arts, Humanities, and P.E.

Ex Officio:

- Vice President of Academic Affairs
- Vice President of Student Affairs
- College Research Analyst

Chair

- All members are elected/appointed for two years, renewable by appropriate constituent group

Meeting Schedule

- 1st and 3rd Mondays of the month from 2:00 p.m. to 3:30 p.m.

Attendance

- Open to any interested member of the college

Student Equity Committee

Purpose

The Student Equity and Achievement (SEA) Program merges funding for three initiatives: the Student Success and Support Program; the Basic Skills Initiative; and Student Equity. The SEA Program is an attempt to make it easier for institutions to fund the programs that these initiatives were trying to encourage. Integrating these efforts into a single SEA Program will help colleges close the achievement gaps for students from traditionally underrepresented populations.

Equity plans are designed to increase achievement by targeting specific indicators (access; retention; attained the vision goal completion; transferred to a four-year institution; and completed both transfer-level math and English) and gauging their success. Colleges are required to create established goals and implement strategies to address disparities discovered.

To align with the SEA Program, Evergreen Valley College's Student Equity Committee has been established and meets regularly to:

1. Identify College plans and initiatives that impact students that should be reviewed through an equity and inclusion lens to cultivate an equitable and inclusive campus environment.
2. Educate, promote, and inform the college community on equity, diversity, and inclusion issues.
3. Establish a funding request process for SEA funds.
4. Discuss and respond to data with regard to equity, diversity, and inclusion in partnership with Institutional Effectiveness.
5. Presents annual reports to the campus community and District on the progress the institution is making in achieving goals.

Recommendations Forwarded to

- College Council

Membership

- Committee Chair: Division Dean of Student Success & Counseling (part of job responsibilities)
- Three MSC: (appointed by College President)
- Two Classified Professionals (appointed by Classified Senate)
- Two Students (appointed by Associated Student Government)
- Eight Faculty (appointed by Academic Senate)
 - Business & Workforce Development
 - Counseling
 - Language Arts
 - Library and Learning Resources
 - Math, Science, & Engineering
 - Nursing & Allied Health
 - Social Science, Humanities, Arts & P.E.
- Special Programs: varies, depending on the makeup of the committee.

Term

- All members are elected/appointed for two years, renewable by appropriate constituent group.

Meeting

- 1st and 3rd Monday of each month from 3:00 p.m. to 4:30 p.m.

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Quorum

- Majority of those present

AD HOC COMMITTEES

Graduation Committee

Purpose

- The purpose of the Graduation Committee is to plan and coordinate the college's commencement ceremony and activities. Specifically, the committee will:
- In coordination with SJCC, select date for commencement.
- Plan and coordinate commencement activities with various college and district support services and outside vendors.
- Design, develop and produce commencement program.
- Select commencement speaker.
- Select outstanding graduate(s).
- Coordinate (mailing of commencement information to students with A&R, Marketing and Campus Store.
- Publicize commencement ceremony to the campus.
- Plan campus reception for graduates and guests.

Membership Participation is voluntary, unless assigned and is open to any member of the campus community.

Chair

Director of Student Development, Engagement and Inclusion (part of job responsibilities)
Vice President of Student Affairs

Meeting Schedule

As needed during fall semester; every two weeks during spring semester

Attendance Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Scholarship Committee

Established 1982

Purpose

The Scholarship Committee serves as a planning, advisory and coordinating committee to advertise and award Evergreen Valley College scholarships to selected students. Specifically, the committee is charged to:

- Revise individual scholarships for clarity of criteria and funding.
- Prepare a standardized format for the description/criteria of individual scholarships.
- Review and update application materials and scholarship booklets.
- Advertise availability of scholarships to entire campus community.
- Secure budget and coordinate planning for the awards ceremony.
- Coordinate the reading of applications.
- Coordinate the awarding of scholarships with Business Services.
- Plan and coordinate the Scholarship Awards Ceremony.
- Seek new sources for additional EVC scholarships.

Membership

Membership is voluntary and is open to any member of the campus community. Staff from the following program areas are encouraged to participate:

- Admissions/Records
- Financial Aid
- Business Services
- Counseling
- Library
- Student Life
- Honors
- Special Programs (EOPS, UMOJA Affirm, ASPIRE or Enlace, etc.).

Chair

- To be selected each year from the committee membership.

Meeting Schedule

- Meets once a month each fall semester and bi-weekly during the spring semester.
- Meeting dates and times to be determined by committee members.

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Classified Hiring Prioritization Committee

Established 2021

Purpose

Classified professionals play a pivotal role in fostering student success and strengthening the pursuit of the College's mission and commitment to equity, opportunity and social justice. In order to recruit and hire innovative and exceptional classified members, the College must engage in a collaborative and data-driven process that identifies and prioritizes the needs of programs and departments for permanent part-time or full-time positions.

Charge

Review and rate the submission of new and augmented classified professional positions to be hired out of general funds based on requests submitted annually in the spring through program review and resource allocation requests. Discuss and prioritize each proposed position for submission to College Council for review and approval. Evaluate and assess the effectiveness of the committee's adopted process and goals and recommend areas for improvement.

Membership

Two (2) Classified Professionals: Student Affairs Classified Senate (2 yrs)
Two (2) Classified Professionals: Academic Affairs Classified Senate (2 yrs)
Two (2) Classified Professionals: Administrative Services Classified Senate (2 yrs)
One (1) Classified Professionals: At-Large Classified Senate (2 yrs)
Three (3) College Administrators

Co-Chairs

Classified Senate President and Vice President, Student Affairs

Meeting Schedule

- As needed

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Faculty Hiring Prioritization Committee

Established 2020

Purpose

The College's resource allocation process should align with the established strategic plan and institutional goals for meeting its mission. The resource allocation process should therefore:

- Strengthen integration between institutional and financial planning
- Ensure a fair and equitable allocation of resources
- Be easy to understand, access, and implement

Charge

Review and rate the submission of new faculty positions to be hired out of the general funds based on requests submitted annually in the fall through the Program Review and Annual Updated Resource Requests (AURRs). Evaluate and assess the effectiveness of the committee's adopted process and goals and will submit to the College Council for review and approval.

Membership

- Vice President, Student Affairs
- Three (3) Division Deans appointed by Vice President, Academic Affairs
- Seven (7) Faculty appointed by the Academic Senate President

Co-Chairs

- Academic Senate President and Vice President, Academic Affairs

Meeting Schedule

- 1st and 3rd Wednesdays and as needed; 3pm to 5pm

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

GOVERNANCE GROUPS

Administrative Council

Established 2005

Purpose

As part of the governance structure and decision-making process of the college, the Administrative Council brings together college managers and supervisors in a meeting to advise and consult on collegewide issues and operations. This group serves in an advisory capacity to the college president.

Recommendations Forwarded To

- Not applicable

Membership

- All MSC

Term

- Not applicable

Chair

- President

Meeting Schedule

- 1st & 3rd Tuesday of the month from 8:30 a.m. to 10:30 a.m.

Attendance

- Managers/Supervisors/Confidentials only

Academic Senate

Purpose

As part of the governance structure and decision-making process of the college, the Academic Senate is an organization whose main function is to make recommendations about academic and professional matters. Specifically, these topics include (Ref. Title V, Sec. 53200 & District Policy 1520.2):

- Curriculum, including establishing prerequisites, and placing courses within disciplines.
- Degree and certificate requirements.
- Grading policies.
- Educational program development.
- Standards or policies regarding student preparation and success.
- District and college governance structures, as they relate to faculty roles.
- Faculty roles and involvement in accreditation processes, including self-study and annual reports
- Policies for faculty professional development activities.
- Processes for program review.
- Processes for institutional planning and budget development.
- Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

Recommendations Forwarded to:

- Governing Board, College President, or College Council, as appropriate

Membership

Note: If at any time the membership as stated differs from the Academic Senate Bylaws, the Bylaws will supersede this section:

Term

President – 2 years

Immediate Past President – serves until replaced by current President

Division Senators – 2 years

At-Large Representatives – 2 years

Adjunct Senators – 1 year

Executive Committee:

Academic Senate President, Vice President, Immediate Past President, and Treasurer.

Division Senators:

Division tenured and tenure-track faculty members < 20 = one elected senator.

Division tenured and tenure-track faculty members >20 = two elected senators.

At-large Representatives:

2 elected by and from the EVC tenured, contractual full-time faculty and tenure-track faculty

Adjunct Representatives:

3 elected by and from the EVC adjunct faculty.

Committee Chair:

Academic Senate President elected by members of the Senate

COMMITTEES UNDER THE PURVIEW OF ACADEMIC SENATE

All College Curriculum

Distance Education

Professional Development

Student Learning Outcomes Assessment

All College Curriculum Committee

Established: 1975

Purpose

The purpose of the College Curriculum Committee is to review, approve, and recommend additions, deletions, and changes to the curriculum of the college. Specifically, this committee will:

- Review, approve and recommend additions, deletions, and changes to the college's curriculum.
- Articulate and coordinate curriculum matters with San Jose City College, UC, CSU, and other appropriate entities.
- Review, approve, and recommend new programs and instructional requirements for students.

Recommendations Forwarded to

- Academic Senate

Membership

- Two MSC (appointed by the College President)
- Two Associated Students (appointed by Associated Student Government)
- Two Classified Professionals
 - Schedules and Catalog Technician (part of job responsibility)
 - Articulation Specialist (part of job responsibility)
- Eight Faculty (one faculty from each division appointed by the Academic Senate)
 - Business & Workforce Development
 - Counseling
 - Language Arts
 - Library and Learning Resources
 - Math, Science, & Engineering
 - Nursing & Allied Health
 - Social Science, Humanities, Arts & P.E.
 - At-Large (elected by the Academic Senate)
- Articulation Officer (part of job responsibility)
- Student Learning Outcomes & Assessment Committee Chair (part of job responsibility)
- Distance Education Committee Chair (part of job responsibility)

Ex Officio:

- Vice President, Academic Affairs

Chair

- Faculty elected for a two-year term. Elected by members of the ACCC.

Term

- All members are elected/appointed for one year, renewable by appropriate constituent group.

Meeting

- 2nd & 4th Thursday of each month from 2:30 p.m. to 4:30 p.m.

Attendance

- Members have a one-year term, renewable by appropriate constituent group. The committee may enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member before announcing the vacancy to the appropriate constituency.

Distance Education Committee

Purpose

The Distance Education Committee (DEC) oversees and guides the college by providing training and implementation of all the online and hybrid courses across the curriculum and programs. The committee shapes the college's approach to create robust and quality online learning by implementing the common Learning Management System (LMS). The committee strives to support campus culture to create innovative and cost-effective solutions to overcome the challenges in Distance Education (DE).

Specifically, this committee will:

- Provide guidance in identifying appropriate approval processes of online and hybrid courses.
- Provide campus-wide training utilizing the Online Education Initiatives (OEI) Rubric.
- Promote LMS and OEI Rubric through division/departments and campus activities.
- Provide input to the online evaluation form(s) (ex: online courses and faculty).
- Provide input to the Distance Education Plan.

Academic Senate supports DEC work by:

- Actively contributing to the culture of online and hybrid learning while helping to lead campus efforts to increase DE courses.
- Supporting OEI assessment activities by participating in assessments and adopting best practices rubric and the CCMS to offer GE courses through the State of California Exchange program.
- Reporting back to divisions and linking with the DE policies of the State of California.

Recommendations Forwarded to

- Academic Senate

Membership

- Past DE Coordinator
- All College Curriculum Chair (or designee)
- Eight Faculty (one appointed by each division and one at-large appointed by Academic Senate)
 - Business & Workforce Development
 - Counseling
 - Language Arts
 - Library and Learning Resources
 - Math, Science, & Engineering
 - Nursing & Allied Health
 - Social Science, Humanities, Arts & P.E.
 - At-Large (elected by the Academic Senate)
- One Adjunct Faculty (appointed by Academic Senate)

- Two MSC
 - One academic Dean (appointed by President or designee)
 - Vice President of Academic Affairs (part of job responsibility)
- Three Classified Professionals (two appointed by Classified Senate and one CTSS Classified employee appointed by President or designee)
- One Non-voting Student (appointed by Associated Student Government)

Chair

- Faculty elected for a two-year term. Elected by members of the DE Committee.

Term:

- All members are elected/appointed for two years, renewable by appropriate constituent group.

Meeting

- 2nd & 4th Tuesday of each month from 3:00 p.m. to 4:30 p.m.

Attendance

- The committee may elect to enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member prior to announcing the vacancy to the appropriate constituency

Professional Development Committee

Purpose

The purpose of the Professional Development Committee is to plan and coordinate the professional development activities for faculty and staff. The committee will also work with the College Technology Committee on planning and funding activities. The Professional Development Committee is charged with the following responsibilities:

- Assess the college's needs as they relate to staff development and improvement of instruction.
- Develop programs and strategies to meet these needs.
- Annually evaluate the staff development program and funding guidelines.
- Examine and approve or deny requests for staff development funding.
- Develop, update, and maintain policies to promote staff development.
- Plan and coordinate Professional Development Day activities subject to the requirements of the Faculty Association Collective Bargaining Agreement and approval of the Academic Senate. (See FA Contract, Sections 11.6, 7, 8, 9 & 10). A Professional Improvement Committee shall consist of three (3) representatives of the Academic Senate, one (1) administrator, and one (1) representative of the Faculty Association.

Recommendations Forwarded to

- College Council or Academic Senate, as appropriate

Membership

- Two MSC (appointed by College President)
- Three Classified Professionals (appointed by Classified Senate)
- Eight Faculty (appointed by Academic Senate)
 - Business & Workforce Development
 - Counseling & Matriculation
 - Language Arts
 - Library and Learning Resources
 - Math, Science, & Engineering
 - Nursing & Allied Health
 - Social Science, Humanities, Arts & P.E.
 - At-Large (elected by the Academic Senate)

Chair

- Faculty elected for a two-year term. Elected by members of the PDC.

Term

- All members are elected/appointed for one year, renewable by appropriate constituent group.

Meeting

- 1st and 3rd Thursday of each month from 3:00 p.m. to 4:30 p.m.

Attendance

- Open to any interested member of the college community. Please refer to the Operational Rules for all Open Committees.

Student Learning Outcomes Assessment Committee

Purpose

The purpose of the Student Learning Outcomes and Assessment Committee (SLOAC) is to oversee and guide the college process for writing/incorporating SLOs and assessment across the curriculum and programs. The committee shapes the college's approach to assessment by providing a common assessment language through SLO Assessment Plans and the standardized assessment reporting templates. The committee strives to support a campus culture of assessment by encouraging assessment dialogue and sharing best practices to improve student learning and integrate results into college planning.

Specifically, this committee will:

- Provide guidance in identifying appropriate assessment measures for SLOs
- Provide structure for mapping of outcomes (course, program, institution) and documentation of assessment results
- Facilitate staff development on SLO assessment and reporting
- Promote campus assessment dialogue through division/departments and campus activities
- Provide campus-wide progress reports on assessment activities

Recommendations Forwarded to

- Academic Senate

Academic Senate supports SLOAC work by:

- Championing SLO related initiatives/activities- reporting back to divisions, and linking assessment work to improvement
- Actively contributing to the culture of assessment by participating in and sharing assessment results, while helping to lead campus efforts
- Supporting Institutional Learning Outcomes (ILO) assessment activities by participating in assessments and adopting standardized rubrics

Membership

- Two MSC (Academic Affairs and one from Student Affairs appointed by College President)
- Two Students (appointed by Associated Student Government)
- Three Classified Professionals
 - Curriculum Specialist
 - Articulation Specialist
 - Student Affairs representative
- Eight Faculty (one faculty from each division as appointed by Academic Senate)
 - Business & Workforce Development
 - Counseling & Matriculation
 - Language Arts
 - Library and Learning Resources
 - Math, Science, & Engineering
 - Nursing & Allied Health
 - Social Science, Humanities, Arts & P.E.
 - At-Large (elected by the Academic Senate)
 - Curriculum Chair

Ex Officio:

- Vice President, Academic Affairs
- Vice President, Student Affairs

Chair

- Faculty elected for a two-year term. Elected by members of SLOAC.

Term

- All members are elected/appointed for one year, renewable by appropriate constituent group.

Meeting

- 2nd & 4th Fridays of each month from 10:00 a.m. to 11:30 a.m.

Attendance

- Members have a one-year term, renewable by appropriate constituent group. The committee may enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member before announcing the vacancy to the appropriate constituency.

Classified Senate

Established 1986 (hiatus 2009-2019); re-established Fall 2019

Purpose The EVC Classified Senate serves the non-bargaining needs, concerns, and viewpoints of all classified staff. The Senate serves as a college- and district-wide communication vehicle to and from constituency groups. Permanent classified staff employed at the EVC campus are eligible to be elected as a member of the EVC Senate.

Recommendations Forwarded To:

- College Council or College President

Membership

- President
- Vice President
- Executive Secretary
- Treasurer
- Representatives:
 - Academic Affairs (1)
 - Administrative Services (1)
 - Student Affairs (1)
 - At-Large (1)
- Past Classified Senate President (ex-officio)

Term

- Elected for a two-year term

Chair

- Classified Senate President (elected by EVC Classified Professionals)

Meeting Schedule

- Second Friday of each month; 11am to 12pm.

Attendance

- Open to classified professionals and EVC community. Please refer to the Operational Rules for all Open Committees.

Associated Student Government

Established

1975

Purpose

As part of the governance structure and decision-making process of the college, the Associated Students Executive Board represents all Evergreen Valley College students on issues that affect them. The Council serves as a college-wide communication vehicle to and from constituency groups.

Recommendations Forwarded To

Governing Board, President, Academic Senate, or College Council as appropriate

Membership

- President
- Internal Vice President
- External Vice President
- Vice President of Finance
- Secretary
- 9 Representatives At-Large/Senators
- Ex Officio: A. S. Student Advisor (faculty, manager or classified staff member)
- Director of Student Development, Engagement & Inclusion

Note: If the membership stated differs from the Associated Students' bylaws, the Bylaws will supersede this section.

Term

Elected annually for a one-year term

Chair

President, Associated Students (elected yearly by students).

Meeting Schedule

Tuesdays, 3:30PM- 5:00PM Gullo Student Center (G1-206).

Meeting date may change per semester in accordance with the Brown Act

Attendance

Open to any interested member of the college community.

APPENDICES

APPENDIX A

Definitions of College Governance Groups Meetings:

- **Standing Committees**--College-wide quadripartite committees that meet regularly throughout the year
- **Ad Hoc Committees**--Committees who meet on an as needed basis to address college-wide issues
- **Functional Work Teams**--they do not take part of the decision-making process
- **Task Force**--Committees created, as needed, to address specific (usually single item) issues
- **Ex Officio**-- non-voting member of a committee

APPENDIX B

EVC Classified Professionals Appointments Standing Committees

All campus/district committee requests are sent to the
Classified Senate President.



The Classified Senate President solicits
Classified Professionals via email.



If there are more applicants than committee vacancies,
a vote will be conducted by Classified Senate leadership.



Upon Classified Senate confirmation, the original requestor and the
committee chair are provided a list of Classified Professional names.



The committee chair monitors membership and should a vacancy
become available, the chair is responsible to repeat the process.



EVC College President's Office

APPENDIX C

EVC Faculty Appointments Standing Committees

All campus/district committee requests are sent to the Academic Senate President.



The Academic Senate President solicits faculty via email, attaching the application form.



The faculty from the appropriate division selects a representative. Names are forwarded to the Academic Senate for approval.



If there are more applicants than committee vacancies, applications are shared with the Senators and a vote will be conducted.



Upon Academic Senate confirmation, the original requestor and the committee chair are provided a list of faculty names.



The committee chair monitors membership and should a vacancy become available, the chair is responsible to repeat the process.



EVC College President's Office

APPENDIX D

Administrator Appointments Standing Committees

All campus/district committee requests are
sent to the EVC College President.



Administrators and Managers are selected
by the EVC College President.



Committee Chair



EVC College President's Office

APPENDIX E

Student Appointments Standing Committees

All campus/district committee requests are sent to the EVC Associated Students President and their advisor.



EVC Associated Students President appoints student representation.



Notification is sent to the requestor, the student, and the Associated Student Advisor. Student representative's contact information is included.



The requestor is responsible for ensuring the student complies with all requirements for committee service. The Standing Committee chair is responsible for monitoring membership, and should a vacancy become available, the chair may repeat the process for student participation.



EVC College President's Office

APPENDIX F

