

SECTION	SUBSECTION	(tentative) TABLE OF CONTENTS
0	0	Handbook Revision History
1	i	Table of handbook revisions & Mechanism by which revision occurs
2	i	Clickable Table of Contents
3	i	Message from the College President
3	ii	Message from the Academic Senate President
3	iii	Message from the Classified Senate President
3	iv	Message from the ASG/Student Senate President
3	v	Institutional Principles & Valley Up
4	i	Handbook Purpose & Scope
4	ii	Guiding Principles of Participatory Governance
5	i	Participatory Governance & Policy Alignment: Definitions
5	ii	Participatory Governance Bodies: Overview
5	iii	Decision-making Processes & Committee Outputs
5	iv	Pathways to Participation (How do you get involved?)
5	v	Glossary of Participatory Governance Terms
6	i	Organizational vs Decision-making Structures
7	i	Annual Committee Planning Cycles
7	ii	Committee Operational Guidelines
7	iii	Equity Integration & Compliance Standards
7	iv	Principles of Effective Participation
7	v	Chairs/Co-Chairs Selection
7	vi	Committee Leadership: Roles & Responsibilities
7	vii	Committee Members: Roles and Responsibilities
7	viii	Ex-Officio/Resource Members: Roles and Responsibilities
7	ix	Committee Liaisons: Roles and Responsibilities
7	x	Committee Support Staff: Roles and Responsibilities
8	i	General Expectations for Participatory Governance
8	ii	Committee Lifecycle: Creation, Changes & Deactivation
8	iii	Committee Meeting Schedules
8	iv	Committee Assignment Processes
8	v	Alternante & Proxy Member Procedures
8	vi	Agenda, Minutes, & Documentation Standards
8	vii	Document Management & Storage

8	viii	Committee Website Maintenance
8	ix	Recommendations & Reporting Structure
9	i	Planning & Resource Allocation Framework
9	ii	Institutional Planning Framework
9	iii	Committee & Participatory Governance Evaluation & Assessment Cycles
9	iv	Implementation & Action Planning
10	0	Committees Reporting to College Council or the President
10	i	TBD
11	0	Committees Reporting to Academic Senate
11	i	Curriculum
11	ii	Program Review
11	iii	TBD
12	0	Committees Reporting to Classified Senate
12	i	TBD
13	0	Committees Reporting to Student Senate/ASG
13	i	TBD
14	0	Committees Reporting to Academic Senate & College Council (Joint)
14	i	TBD

TEMPLATE FOR COMMITTEE DETAILS
DRAFT
[for SBVC Participatory Governance Handbook '26-'28]

NAME OF THE COMMITTEE

Governance Body {e.g., College Council} Approved <Date>
Last committee review cycle <Date>

Charge:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Responsibilities:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

- *Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.*
- *Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.*
- *Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.*
- *Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.*

Tasks:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

- *Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.*
- *Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.*

The committee will maintain an informational website: <https://www.loremipsum.dolor.sit/amet/consectetur>

Committee Structure

Reporting Relationship	AS CS SS CC (select one or joint)
Chairperson (AS CS SS)	Elected by committee vote or process established by corresponding constituency
Chairperson (Administrator)	Appointed by College President
Chair as Voting Member?	Only in event of tie
Chair Serves on College Council?	Yes No
Voting Members	
Administrators	# (VPx or Designee)
Classified Professionals	# (Designees)
Faculty	# (Designees)
Students	# (Designees)
Voting Members Term:	# years
Quorum #	
Non-Voting Resource Members	
Administrator	[Name/Title]

Classified Prof., and/or Faculty and/or Student [Name/Title]
Non-Voting Administrator Assistant Administrator designee
Meeting Frequency [Specify frequency]

In Compliance with ACCJC Standards: List that applies, with a checkmark. [Example 1 below]

ACCJC Standard	Title	Focus Area	Within Committee Scope?
1	Institutional Mission and Effectiveness	Mission, goals, accountability, planning, and communication	
1.3	Accountability and Data Review	Regular review of disaggregated data to evaluate progress and inform improvement	<i>Primary</i>
1.4	Mission-Directed Planning	Mission drives resource allocation and continuous quality improvement	<i>Secondary</i>
1.5	Communication	Regular communication of progress to internal/external stakeholders	<i>Primary</i>
2	Student Success	Academic programs, learning support, and student services	
2.1	Academic Program Offerings	Programs align with mission and demonstrate appropriate breadth and depth	<i>Secondary</i>

Key Guide:

Primary: Committee has direct responsibility for ensuring compliance/implementation

Secondary: Committee contributes to compliance but shares responsibility with other committees

Support: Committee provides input, data, or assistance but is not directly responsible