

Participatory Governance Task Force Charge

The SBVC Participatory Governance Task Force is charged with reviewing and refining San Bernardino Valley College's governance processes to improve decision-making processes in support of enhancing student success, improving the student experience, and ensuring equitable access and outcomes through an effective, inclusive governance system. Over the course of the next year, the task force will:

1. Review and refine SBVC's current committee structure to increase efficiencies and effectiveness in accordance with AB 1725, ACCJC standards, CA Education Code, Title 5 regulations, and relevant district policies;
 2. Engage representatives from all campus constituencies to create a transparent recommendation- and decision-making process;
 3. Develop a Participatory Governance Handbook outlining governance philosophies, committee structures, and decision-making processes.
 4. Present final recommendations to College Council, Academic Senate, and Classified Senate for support and adoption.
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Participatory Governance Task Force Minutes - 31 January 2025

I. Welcome & 13 Dec '24 Minutes | Action [ATTACHMENT 1]

- Motion to approve the minutes from the December 13, 2024, meeting.
- Motion approved by consensus.

II. Updates, Feedback-seeking, & Next Steps

a. Co-leads Updates:

Website Recommendation [NEXT PAGE, P.2]

- Joanna Oxendine presented an updated recommendation regarding committee chairs' responsibilities and website access.

Key Recommendations:

- Ensure that Marketing, Creative Services & Public Affairs oversee committee website management.
- Provide committee chairs with editing permissions, training, and templates for best practices.
- Develop a governance website structure that includes transparency in committee assignments.

Action Item:

- Joanna will submit the recommendation to the Cabinet, Dr. Contreras, Andrea, and John Feist.

b. Expectations for Committee Chairs

- Ray Carlos raised concerns about committee chairs' workload, particularly regarding website updates and documentation.

- Tatiana Vasquez emphasized the need for training within the Participatory Governance Academy.
- Consensus reached to include chair expectations in the Participatory Governance Handbook.

III. PG Task Force Discussion

- a. Urgent Issue: Consideration of Committee Merger (SSSP/Student Equity/Basic Skills/Guided Pathways [ATTACHMENT 2])
 - Discussion on potential committee consolidations to streamline governance and improve efficiency.
 - Members reviewed the overlap in committee functions and whether merging would enhance collaboration.
 - Consensus reached to analyze the effectiveness of merging committees before making a recommendation.

- b. Task Force Timeline: Current, Future tasks, & Milestones

The committee reviewed progress toward April–May 2025 goals:

- February 9: Deadline for governance survey responses.
- March: Finalizing committee structures for upcoming governance cycles.
- May: Submission of an annual report on recommendations and findings.
- Jeremiah Gilbert suggested referencing the Program Discontinuation Process as a model for committee deactivation.
- Action Item: Jeremiah to locate and share documentation for reference.

- c. Floor items

- i. The task force reviewed the current governance website and provided feedback.

- Suggestions included:
 - Reorganizing committees by functional categories instead of alphabetical order.
 - Making the website more visually engaging and accessible.
 - Clearly differentiating between governance committees, operational committees, task forces, and senates.
 - Action Item: Tatiana to work with web developers on website improvements.

- ii. Proposed Ideas for Committee Organization & Governance Structure

- Committee Categorization & Website Organization
 - Move away from alphabetical listing of committees.
 - Proposed Alternative: Organize by functional areas instead.
 - Suggested Categories for Committee Organization:
 - Participatory Governance Committees
 - Work Groups
 - Senates
 - Affinity Groups
 - Operational Committees

- iii. Defining Governance vs. Operational Committees

- Incorporate clear definitions of "Governance" and "Operational" committees.
 - Tatiana Vasquez referenced San Diego Mesa College's governance structure as a

model.

- The term "Operational Committees" be written down for inclusion in governance policies.
- Ensure "Shared Governance" vs. "Participatory Governance" Terminology Update
- Discussed the need to eliminate the term "Shared Governance" in favor of "Participatory Governance."

Suggested Addition:

- Terminology Standardization
- All governance documents and website references should use "Participatory Governance" exclusively.
- Action Item: Joanna and Tatiana to ensure all materials reflect this update.

iv. Governance Website Improvements

- Filter menu for committee categories to improve website usability.
- Ensure clarity between governance bodies, operational committees, and task forces.

v. Visual Representations for Governance Structure

- Create an organizational chart showing governance relationships.
- Additional Suggestion: A before-and-after comparison of the committee structure.
- Joanna Oxendine explicitly agreed and requested this to be documented.

IV. *Future Agenda Items | Seeking feedback*

- Governance Website Improvements
- Defining Governance vs. Operational Committees
- Committee Chair Responsibilities & Training Needs

V. *Next Full Task Force Meeting*

a. February 7th at 2-4pm

Information only:

Academic Senate, February 5th & 19th

Classified Senate, February 21st

College Council, February 12th & 26th