

## 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 Educa, on 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 Meeting Minutes 13 March 2025

### *I. Welcome & 7 Mar '25 Minutes | Action [ATTACHMENT #1]*

Previous meeting minutes from March 7, 2025, were reviewed and approved without corrections by the majority.

Abstain: J. Oxendine, M. Maghuyop

### *II. Updates, Feedback-seeking, & Next Steps*

#### *a. Timetable, Feb'25 & Mar'25 Revisions to reflect current activities*

- The updated timetable was reviewed, reflecting changes based on committee restructuring discussions.
- Adjustments were made to better align with state mandates and institutional goals.

#### *b. Exposition to Constituencies [possible action]*

- i. Timetable S25-F26
- ii. Survey results (in parts?/in full?)
  - Survey results will be shared in stages for better campus-wide engagement.
- iii. Progress reports
  - Progress reports will be presented to the Academic Senate, Classified Senate, and College Council.
- iv. Feedback seeking
- v. Table of Contents, Handbook
  - Handbook Development: The draft Table of Contents for the Participatory Governance Handbook was reviewed.

- Decision: Members agreed to finalize the survey report presentation format at the next meeting.

**REFERENCES [PLEASE REVIEW] FOR ITEM III- PG Task Force Discussion (next page)**

- Participatory Governance as per CA Education Code, Title 5 regulations, 4CS, and SBVC- BP2510 & AP 2510 [see content under folder “initial central documents”]
- **attachment#2** - Draft Participatory governance terminology/vocab – definitions
- SBVC’s full committee list as per [https://www.valleycollege.edu/about-sbvc/office-of-president/collegial\\_consultation.php](https://www.valleycollege.edu/about-sbvc/office-of-president/collegial_consultation.php)
  - “updated Collegial Consultation Committee List ([PDF Added Spring 2024](#))”
- **attachment#3** – Merger?Discussion\_Selected Committees\*
- **attachment#4** – Executive Summary on SEAP – related to \*selected committees
- **attachment#5** – Charge & Membership of Honors, Campus Life & Commencement, Scholarships, Student Policies & Scholastic Standards
- **Reference Adopted Terminology (last update 7 Mar’25)**

**III. PG Task Force Discussion** [continue from 7 Mar 2025]

- a. In-depth Analyses | Committee Classification & Decision-making processes of Selected Committees  
[Basic Skills, Guided Pathways, SSSP, Student Equity, Honors, Campus Life & Commencement, Scholarships, Student Policies & Scholastic Standards]
  - i. Existing Challenges
    - Overlap in responsibilities causing inefficiencies.
    - Unclear decision-making processes within some committees.
    - Need for a structured approach to committee consolidation.
  - ii. Logistical analyses information [charge, membership; past & existing internal functions & decision-making; external functions (state policies/framework)]
    - Committee Charge & Membership: Some committees lack clear definitions of responsibilities and require a reassessment of their membership structures.
    - Past & Existing Internal Functions: A review highlighted inconsistencies in decision-making, with some committees acting outside of their scope.
    - Decision-Making Processes: The need for a standardized framework was emphasized to prevent delays and duplication of efforts.
    - External Functions & Compliance: Guided Pathways no longer has separate reporting requirements, whereas Student Equity and Achievement Program (SEAP) is a state-mandated initiative that requires compliance with specific regulations, reporting, and funding oversight.
  - iii. Perspectives & Insight: Survey insight? | Constituent insight?
  - iv. 20-min Constituency-based discussions.
    - Merge Guided Pathways and Student Equity into a broader Student Success & Equity Committee.
    - Consolidate overlapping committees to improve efficiency.
    - Improve transparency and representation in committee decision-making.
  - v. Recap/Summarize & Problem-Solve
    - The task force agreed to consolidate multiple initiatives and committees under a single advisory structure to improve transparency, accountability, and efficiency in institutional planning. The key decisions include:
    - Deactivation of Basic Skills and SSSP: These initiatives will be suspended or

- dissolved, as they are no longer actively contributing to institutional goals.
- **Merging of Guided Pathways and Student Equity:** These two initiatives will be integrated into a single Student Success Advisory Committee, ensuring alignment with state-level expectations while maintaining a proactive and institution-driven approach to student success.
- **Separation of Student Equity from Enrollment Management:** To provide clearer oversight and avoid redundancy, student equity planning will be formally removed from enrollment management responsibilities.
- **Designation as an Advisory Committee:** The new Student Success Advisory Committee will not have direct decision-making authority but will provide recommendations and strategic guidance on student equity, success initiatives, and institutional effectiveness.
- **Temporary Reporting to Institutional Effectiveness and Research Department:** For the upcoming year, the committee will report to this department to ensure a smooth transition and structured oversight while refining its role and function.
- **Long-Term Considerations:** The committee will operate as a permanent advisory body, adaptable to changes in state initiatives while maintaining a consistent focus on student success. The name "Student Success Advisory Committee" was suggested to avoid dependency on fluctuating state terminology.
- Consensus was reached among participants, with no objections raised, allowing the recommendation to move forward.

#### **Scholarships and Honors:**

- The Scholarship Committee is not a participatory governance body but rather an operational function or task force responsible for reviewing applications and awarding funds.
- Scholarships are divided into departmental, affinity group, and foundation-specific scholarships, each requiring different levels of oversight.
- There was concern about the lack of structured representation in the selection process, and a recommendation was made to ensure equitable faculty participation.
- Further assessment was suggested regarding how the foundation manages the scholarship application process and ensures student equity.
- The Honors Committee was recommended to be removed from campus-wide governance and instead placed under Academic Senate oversight to align with its faculty-driven, curricular nature.
- There was a push to advocate for additional resources or reassigned time to support a formal Honors Program.

#### **Campus Life and Commencement:**

- These committees were identified as operational and event-planning in nature, not participatory governance.
- Their functions fall under management responsibilities, specifically under the dean overseeing campus life and commencement.
- It was recommended that these task forces or planning groups remain, ensuring proper coordination but not requiring governance oversight.
- **Student Policies and Scholastic Standards:**
- This committee primarily reviews academic exceptions (e.g., late withdrawals, course repeats) rather than setting policies.
- Decisions are made weekly and are operational rather than governance related.
- The review process largely involves faculty and administrative oversight, with some classified professionals contributing for implementation purposes (e.g., financial aid, admissions & records).
- There was concern about faculty workload, as participation is currently voluntary and uncompensated.
- Further review was suggested to analyze how other college's structure similar committees, assess the necessity of classified staff involvement, and clarify

decision-making authority.

**Final Actions:**

- Scholarship review processes will be reorganized into multiple task forces, clarifying responsibilities between departments, affinity groups, and the foundation.
- Honors Committee will be removed from campus-wide governance and recommended for oversight under Academic Senate, potentially transitioning into a fully resourced Honors Program.
- Campus Life and Commencement will be designated as operational planning functions, not governance committees.
- Student Policies & Scholastic Standards require further research to determine the best governance structure and operational role.
- The task force agreed to suspend or deactivate unnecessary committees while ensuring that essential student services and academic review processes remain efficient and well-structured.

b. Floor items?

IV. Future Agenda Items | Seeking feedback

a. Possible action-recommendation on selected committees [March 13th]

- Committee Restructuring: Draft proposal for merging or streamlining committees.
- Handbook Development: Collect feedback on governance handbook structure.
- Scholarship Task Force: Explore faculty-led discipline-specific scholarship decisions.
- Financial Aid Implications: Conduct further research into how governance changes affect financial aid policies.

V. Next Full Task Force Meeting

a. Friday, April 4th at 2-4pm

Information only:

Academic Senate, Apr 2nd, 16th, 30th

Classified Senate, March 21st

College Council, March 12th and Mar 26th

MEMBERS ATTENDANCE:

Co-Chairs:

- ☒ Joanna Oxendine (management), RP&IE Division
- ☒ Tatiana Vasquez (faculty), Sci Division

Classified (3 representatives - appointed by Classified Senate):

- ☐ Vinnie Wu, RP&IE Division
- ☒ Ernie Guillen, Student Services
- ☒ Marie Maghuyop, Student Life

Faculty (3 representatives - appointed by Academic Senate):

- ☒ Erica Begg, Student Services
- ☒ Anthony Blacksher, SSHD&KH Division

☒ Jeremiah Gilbert, MB&CT Division

Student (1 representative - selected by Associated Students):

☐ Dyami Ruiz-Martinez

Management (3 representatives):

☐ Ray Carlos, Dean of Student Engagement and Wellness

☒ Sergio Zazueta, Director, Facilities, Maintenance, & Operations

☒ Dan Mayo, Director, STEM/MESA

