



**Governance Handbook**  
*Draft: January 24, 2022*

**Developed by:**



**OFFICE of INSTITUTIONAL EFFECTIVENESS**  
Supporting Decision - Making



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Supporting Decision-Making

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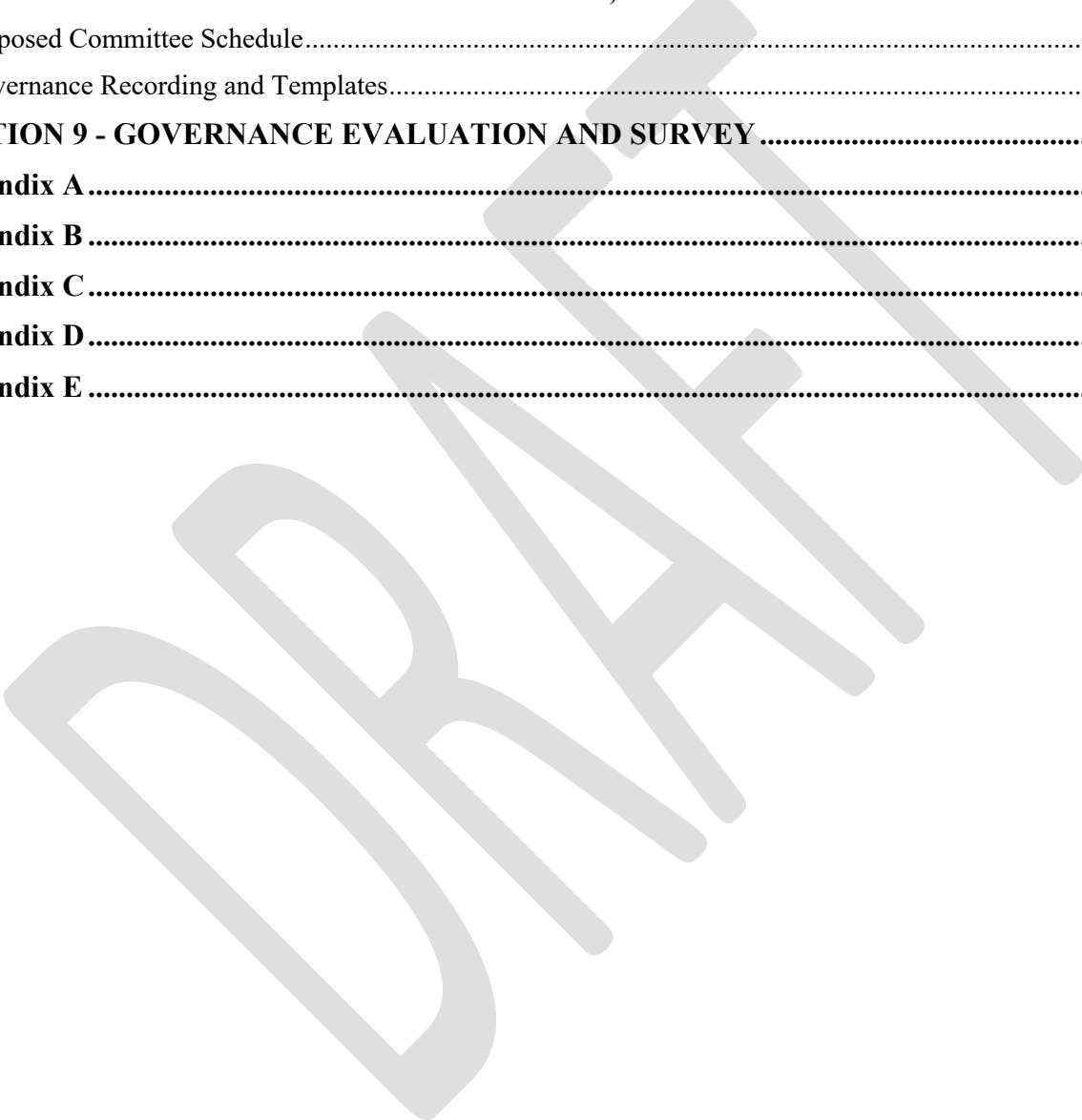
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## SECTION 1 - INSTITUTIONAL MISSION, VISION AND VALUES

### **Mission, Vision and Values Planning**

In 2020, Imperial Valley College (IVC) introduced its [2030 Vision Comprehensive Master Plan](#) (CMP). A culmination of roughly a year of research and writing, the CMP provides a roadmap for the upcoming nine years, guided by IVC's mission, vision and values.

### **Campus Survey**

In the fall of 2020, over 257 participants provided feedback to a campus-wide questionnaire. The results of that survey guided the writing of IVC's mission, vision and values, which are detailed below.

(An email was sent campus-wide on Thursday, November 19, 2021. Please refer to Appendix A to view email.)

### **Mission Statement**

IVC's mission is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

### **Vision Statement**

To provide quality education that enriches lives and builds futures.

### **Values**

As a student-centered organization, we will uphold the following core values:

*Excellence:* Providing superior service and educational learning opportunities that provide, promote, and enhance student learning and growth

*Integrity:* Guiding the college's actions with an internally consistent framework of principles that demonstrate forthright, honest and ethical behavior in all interactions

*Accessibility:* Building and creating an inclusive and accessible learning environment, which provides equitable treatment for all, without discrimination

*Diversity:* Recognizing and valuing the strengths of our diverse backgrounds and perspectives in an environment that respects diverse traditions, heritages, and experiences

*Collaboration:* Encouraging recursive interaction of knowledge, experience, and mutual learning of people who are working together toward a common creative goal

*Innovation:* Providing innovative approaches to learning, problem-solving, and growth in response to a rapidly changing environment

*Fiscal Integrity:* Ensuring the fiscal integrity of the District to fulfill its mission

The District's values provide the guidance and inspiration for implementing and maintaining programs to promote student success.

## **SECTION 2 - BP 2510 PARTICIPATION IN LOCAL DECISION-MAKING & GOVERNANCE STRUCTURE**

Reference: Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (Staff), 51023.7(Students) Accreditation Standard IV.A and IV.D.7

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for CEO action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

**Academic Senate(s)** (Title 5, Sections 53200-53206.) The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate. The recommendations and positions of the Academic Senate will be given every reasonable consideration.

**Staff** (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of Administrators, Classified, and Classified Confidential the College Council will be given every reasonable consideration.

**Students** (Title 5, Section 51023.7.) The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Student Government will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students Government.

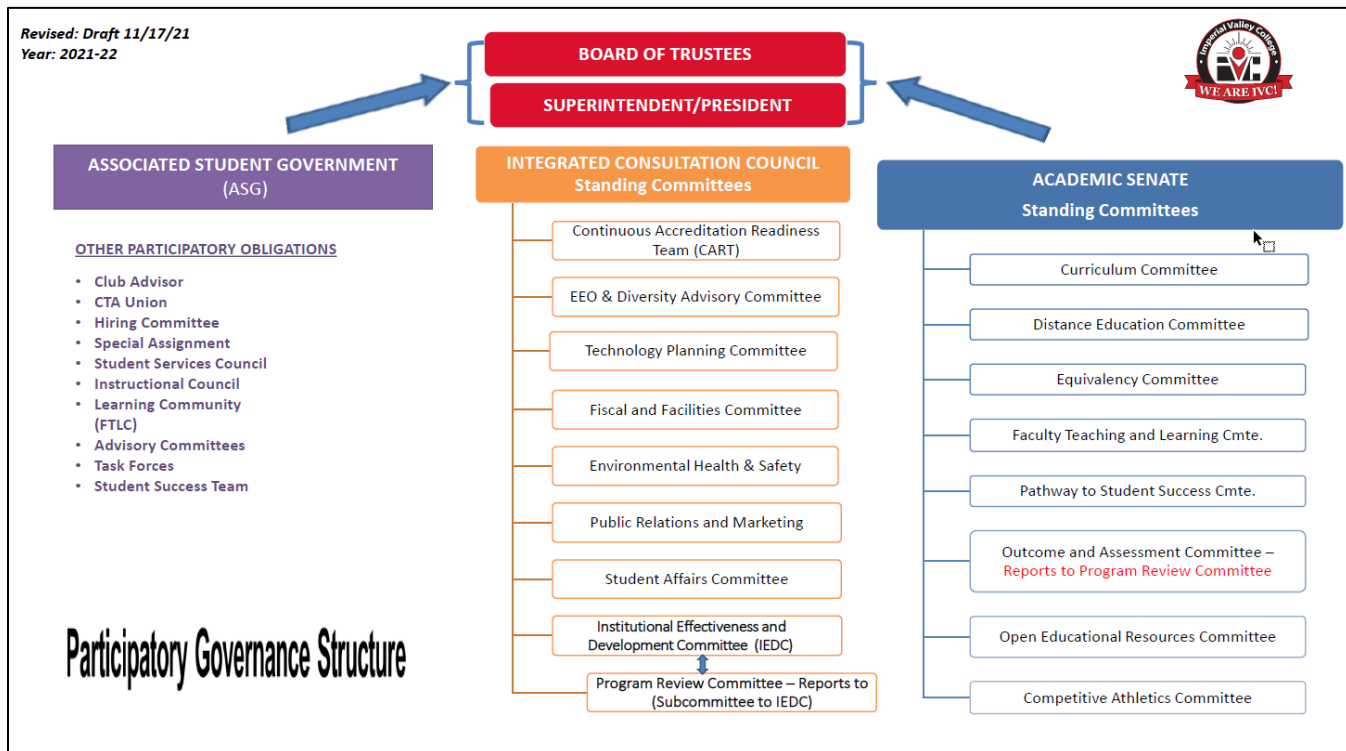
Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

[See AP 2510](#)

For revisions timeline of BP's and AP's, refer to Appendix B.

### Participatory Governance Structure



## SECTION 3 - INTEGRATED CONSULTATION COUNCIL (ICC)

### I. Definition and Role

The Integrated Consultation Council (ICC) is IVC's central participatory governance and institutional planning committee. ICC provides recommendations based on input from all constituent groups and communicates those recommendations to all constituents in four areas: (1) strategic planning; (2) policy, procedure review, and recommendation; (3) problem management; and (4) campus communication. ICC's role is to ensure that all constituents participate in decision-making and to forward suggestions, ideas, and needs within an inclusive and respectful communication environment. The right to participate includes the responsibility to do so in a manner that moves beyond the specific needs of individuals to meet the needs of IVC as a whole. By embracing participatory decision-making, we exemplify effective participation and therefore strengthen this essential core value at our institution. Effective participation is at the foundation for continuous quality improvement, which is required by accreditation standards and important for institutions of higher education to sustain a standard of excellence. Therefore, beyond compliance, participatory planning and decision-making is a means by which we can best deliver to our students the quality education they deserve. The following charts describe the ICC's structure and how accreditation oversight is integrated into IVC's institutional planning and governance structure. ICC will implement a philosophy of collegial consultation. The actions of ICC will be guided by the operating principles set forth herein and will be based on *IVC's Comprehensive Master Plan*, accreditation standards, governing Board goals, constituency representative input, and IVC's existing policies and administrative procedures.

### II. Philosophy and Function

Collegial consultation is a method of college management in which decision-makers, whether with primary or delegated authority, are committed to involving affected constituencies in decisions as much as possible. Collegial consultation is based on individuals having a voice in decisions that affect them. Carefully planned, instituted, and evaluated, collegial consultation is designed to lead to effective participation in decision making that unites constituencies, produces an improved college environment and draws upon the strength of diversity. It includes the structures and processes for decision-making that engage students, staff, faculty and administrators in making and implementing decisions that further the primary mission of the college—to foster excellence in education. Each constituent group is appropriately charged and empowered; its members carefully selected and processes clearly structured. The structures and processes for collegial consultation vary according to task.

In order for collegial consultation to work, there must exist a covenant of mutual trust, honesty, open agendas, equity, and respect for differing views. Essential to maintaining this covenant is open communication and feedback from all constituencies. All parties must commit to, and take responsibility for, fostering and maintaining an environment in which collegial consultation can occur, which entails being well informed about problems that may arise. Collegial consultation is founded on building community. By living, learning, and teaching the principles of community, we serve as a catalyst for individuals and groups to:

- communicate with authenticity;
- deal with difficult problems;
- welcome and affirm diversity;
- bridge differences with integrity; and
- interact with respect.

In our decision-making processes, members of the constituent groups must commit to participating in the implementation of decisions made through collegial consultation processes and to working within legal and pragmatic parameters of their positions. The partners in collegial consultation acknowledge that traditional and

legally mandated roles continue within the context of collegial consultation. The Integrated Consultation Council shall provide a forum where representatives from all segments of the college will bring problems of collegewide interest.

### III. Purpose

<b>Integrated Consultation Council (ICC)</b>	
Mission/Purpose	The purpose of the Integrated Consultation Council (ICC) is to serve IVC’s participatory planning and decision-making body in the areas of strategic planning, policy and procedure review and recommendation, problem management, and campus communication. All IVC constituencies, as established by <i>Board Policy No. 2510 Participation in Local Decision-Making</i> , will be represented on ICC and shall have a voice in identifying, reviewing and addressing the District’s needs and priorities. All committees and task forces operating within the District, either directly or indirectly, will provide information or make recommendations to the ICC to ensure unity of purpose and efficiency of operations. The ICC will make its recommendations directly to the Superintendent/President.
Oversight Committee	None
Standing Committees	<ul style="list-style-type: none"> <li>• Continuous Accreditation Readiness Team (CART)</li> <li>• Equal Employment Opportunity and Diversity Committee (EEODC)</li> <li>• Technology Planning Committee (TPC)</li> <li>• Fiscal and Facilities Committee (FFC)</li> <li>• Institutional Effectiveness and Development Committee (IEDC)</li> <li>• Environmental Health &amp; Safety Committee (EH&amp;SC)</li> <li>• Public Relations and Marketing Committee (PR&amp;MC)</li> </ul>
Subcommittees	Program Review Committee (PRC) [subcommittee of IEDC]
Responsibilities	<ul style="list-style-type: none"> <li>• Reviewing and revising the IVC’s mission on a triannual basis</li> <li>• Receiving information from all committees and task forces</li> <li>• Establishing subcommittees and task groups as deemed necessary</li> <li>• Periodically reviewing the <i>Participatory Governance: Decision-Making and Committee Handbook</i> and recommend modifications, if necessary, to improve institutional effectiveness</li> <li>• Receiving, reviewing, and establishing institutional priorities and goals based on program review data</li> <li>• Systematically evaluating progress being made by ICC standing committees to achieve agreed-upon institutional goals in alignment with IVC’s mission</li> <li>• Providing oversight and being responsible for integrating all institutional plans and documents and communicating these to the campus community</li> <li>• Addressing collegewide problems that may diminish our environment of trust, which inhibits well-coordinated efforts and focus on students</li> <li>• Prioritizing institutional budget enhancement requests</li> <li>• Reviewing and making recommendations regarding IVC policy and procedures</li> </ul>



**IV. Membership**

<b>Trichairs</b>	
Superintendent/President (non-voting member)	
Academic Senate President or designee (faculty tiebreaker vote only)	
Classified member (classified tiebreaker vote only)	
<b>Voting Membership</b>	<b>Alternates (At Large)</b>
Three (3) administrators—chair/co-chairs from standing committees designated by Superintendent/President	Two (2) administrators--designated by Superintendent/President
Three (3) faculty—chair/co-chairs from standing committees designated by Academic Senate	Two (2) faculty--designated by Academic Senate
Three (3) classified—chair/co-chairs from standing committees designated by CSEA in absence of classified senate*	Two (2) classified—designated by CSEA in absence of Classified Senate*
One (1) confidential—chair/co-chair from subcommittee designated by confidential employees	One (1) confidential—designated by Confidential employees
Three (3) students--designated by Associated Student Government	Two (2) students—designated by ASG
<b>Resource Members (Non-voting)</b>	
Vice-President for Academic Services (administrator tiebreaker vote only)	
Vice-President for Administrative Services (unless also serving as an administrator representative, in which case they will have a vote)	
Vice President for Student Services & Equity (unless also serving as an administrator representative, in which case they will have a vote)	
Director of Institutional Research (unless also serving as an administrator representative, in which case they will have a vote)	
Academic Senate Vice-President (unless also serving as a faculty representative, in which case they will have a vote)	

**Chair/Trichair Structure**

- The Superintendent/President shall serve as a trichair. The Academic Senate President shall serve as trichair and shall serve as chair in the absence of the Superintendent/President. The Classified Representative shall

serve as trichair and, in the absence of both the Superintendent/President and the Academic Senate President, the Classified Representative shall serve as chair.

- In the absence of all trichairs, the VP for Academic Services or Student Services and Equity shall serve as the chair.
- Terms for Academic Senate President and classified representative will be in accordance with the Academic Senate President term, as stated in the Academic Senate bylaws.

### **Membership Numbers and Selection**

- The total voting representatives from faculty, classified, confidential, student, and administration must stay constant even if the committee for which they serve as chair/co-chair fluctuates.
- Two (2) faculty representatives will be nominated by each standing committee since the person selected will serve as the committee chair/co-chair, but Academic Senate will affirm this chair/co-chair to serve as a faculty representative for ICC. If neither of the nominations are affirmed, then Academic Senate may designate another faculty from the same standing committee to serve as the ICC representative.
- Two (2) classified representatives will be nominated by each standing committee since the person selected will serve as the committee chair/co-chair, but CSEA will affirm this chair/cochair to serve as a classified representative for ICC. If neither of the nominations are affirmed, then CSEA may designate another classified person from the same standing committee to serve as the ICC representative.
- Two (2) confidential representatives will be nominated by the committee since the person selected will serve as the committee chair/co-chair, but the confidential group will affirm this chair/co-chair to serve as a confidential representative for ICC. If neither of the nominations are affirmed, then confidential group may designate another confidential from the same standing committee to serve as the ICC representative.
- The Superintendent/President will affirm the committee chair/co-chair who will serve as an administrative representative for ICC.
- The ASG will affirm the student representatives who will serve on ICC.
- At-large members will be affirmed by the Academic Senate, the CSEA, the confidential group, the ASG, or the Superintendent/President respectively.

### **Removal/Replacement of Members**

Members may be removed only by the group that selected them (Academic Senate, CSEA, ASG, or the College President respectively). Any vacancies created by members resigning, changing office, or being removed shall be filled by the original designating group.

### **Expectations**

Among the expectations for ICC members are:

- Members participate with a collegewide perspective and willingness to understand the viewpoint of constituencies other than their own.
- Members commit to active and regular participation in college planning meetings and activities, including subcommittees and task forces.
- Members miss no more than three (3) ICC meetings in an academic year. If a member misses more than three meetings in an academic year, the member will be removed from ICC and replaced by one of the two alternates.
- Members keep lines of communication open by gathering input from their constituents and other outside entities of problems and developments to share with ICC.
- Members observe standards of ethical conduct.

## V. Meetings

ICC meetings are open meetings and will abide by the Brown Act

### Clerical Support

The Office of the President will designate appropriate clerical support to ICC. Clerical assistance will include designating a person to take notes, preparing, and distributing agendas, attending meetings, and creating minutes, and providing a repository of meeting notes and materials.

### Quorum

A quorum for meetings will be 50% of ICC members plus one. A quorum requires attendance of member(s) from each unit.

### Frequency

Regular meeting times will be 9:30am to 11am on the **second Friday** of each month, subject to change due to other institutional commitments. Special meetings, as defined by the Brown Act, may be called as needed.

### Conduct

Meetings of Integrated Consultation Council will be conducted in a flexible manner which promotes open discussions and full participation of all members and takes into account the nature of the agenda items.

### Agendas

Items may be placed on the agenda in the following ways:

- Items for discussion will usually be determined at the close of the previous ICC meeting.
- An ICC member may request that an item be placed on the agenda by submitting it to the President's Office at least one week prior to the next regularly scheduled meeting.
- At the outset of a meeting, an ICC member may request inclusion of an item for discussion. The item will be placed last on the agenda unless otherwise agreed to by the members present. If there is not sufficient time to discuss the item, it will be carried over to the next agenda or a special meeting may be called.
- Members of IVC campus community may request that an item of college concern be placed on the agenda by contacting their representative at least seven (7) working days prior to the next regularly scheduled meeting.

ICC trichairs will be responsible for developing and approving the agendas. The Superintendent/President, Academic Senate President and classified representative will review all requests for agenda items with ICC. All agenda items will be given a time allotment appropriate for the item.

## VI. Interest-Based Problem Solving and Consensus

All ICC action will be made primarily through interest-based problem solving. The intent of interest-based problem solving is to reach consensus through discussion with all present members supporting a decision even if they do not view it as the ideal decision. Consensus is demonstrated by a majority vote in the this manner: ICC trichairs will ask for a vote of those who agree; a vote of those who object; and a vote of those who abstain. In the context of the ICC, interest-based problem solving shall be defined as the right of any member to prevent the passage of a motion by voting against it if they cannot support that decision.

## VII. Communications

All agendas will be distributed to ICC members at least 72 hours in advance per the Brown Act. Committee chairs will email ICC members a week before the meeting to solicit agenda items. The agenda will then be created

by classified staff supporting the committee and will include time, location, and details of the meetings to all constituents. The minutes from the previous meeting and agendas will be attached for members to review prior to each meeting. The supporting classified staff is responsible for posting agenda, meeting minutes, and any pertinent documents onto BoardDocs. Note: There will be annual committee assessments on an annual basis and biannual evaluations on the overall effectiveness of the committee. These assessments and biannual evaluations will be distributed by the Office of Institutional Research and will be evaluated by the Office of Institutional Effectiveness. The findings of the assessments and evaluations will be presented at the end of each academic year.

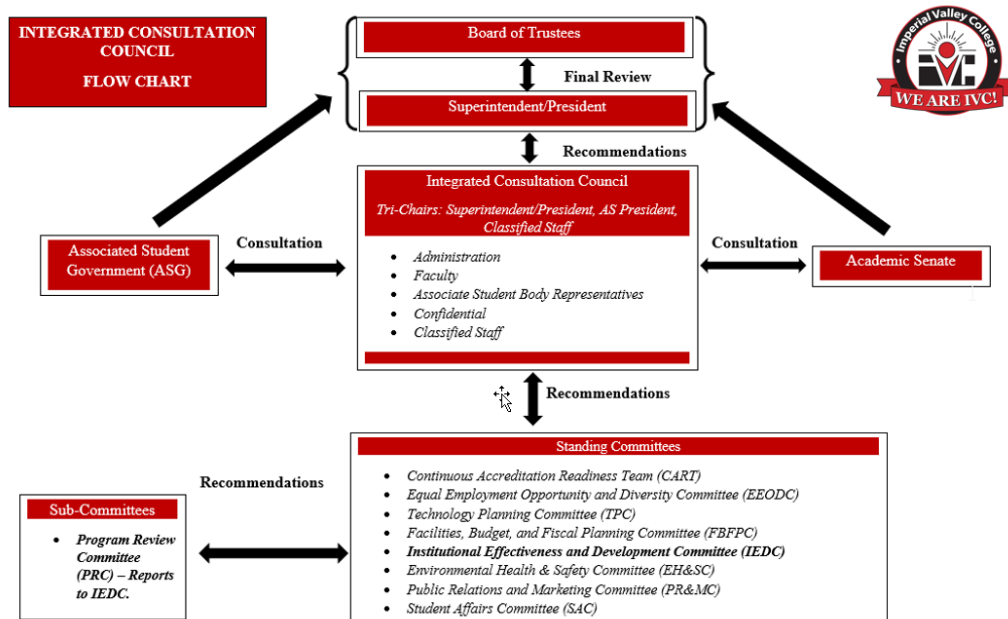
**VIII. Committees**

ICC is responsible for developing, implementing, and monitoring the Integrated Planning Model in alignment with IVC’s Vision 2030 Comprehensive Master Plan. IVC’s Superintendent/President will abide by the Integrated Planning Model and processes and procedures established by ICC and will not make any edits or alterations unless there are extenuating circumstances that would support these changes for the betterment of all faculty, staff, administrators, and most importantly, our students.

**IX. Institutional Effectiveness and Strategic Planning**

IVC’s commitment to student success will be in alignment with all institutional priorities and state and nationwide initiatives. Institutional Effectiveness and Strategic Planning will ensure that all internal processes are in connection with state legislature and accrediting processes. The Accrediting Commission of Community and Junior Colleges (ACCJC) agency requires that we have a robust institution-wide planning and evaluation process that informs continuous improvements and the ways in which the institution includes all strategic planning on campus. IVC’s institutional effectiveness integrated model was created to capture, organize, and report the alignment with various requirements.

**X. ICC Flow Chart**



**XI. ICC Bylaws**

Here is the link to the most updated version of [ICC’s bylaws](#).

## SECTION 4 - STANDING COMMITTEES

### I. Continuous Accreditation Readiness Team (CART)

#### Role

CART shall serve in an advisory capacity to the President's Cabinet and the Academic Senate regarding matters of strategic and institutional planning to remain in compliance with eligibility and accrediting standards of the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) and to move IVC toward continuous program quality improvement.

#### Bylaws

16 April 2019 (revised 09-17-21)

Link: [Board Docs](#)

#### Mandate

Accreditation was changed from a six-year cycle to a seven-year cycle. The last site visit was based on an Institutional Self-Evaluation Report and took place March 11-14, 2019. IVC is accredited by the Accreditation Commission for Community and Junior Colleges. ACCJC operates under the corporate entity the Western Association of Schools and Colleges (WASC).

#### Meeting Schedule

Once a month: Second Friday of every month from 9:30-11:00AM

Full schedule: [Link](#)

#### Reporting Relationship

Integrated Consultation Council

#### Membership

CART is directed by the Vice President for Academic Services and one or two co-chairs. CART shall be composed of the following voting members:

- Vice President for Academic Services (CIO &ALO)
- All department chairs or their designees
- Educational Master Plan Committee (EMPC) chair
- Program Review Committee chair
- Institutional Effectiveness and Development Committee chair
- Academic Senate representative
- Integrated Consultation Council representative
- Counseling representative
- Human Resources representative
- Administrative Services representative
- Two (2) ASG representatives

CART shall include the following CART consultant members as needed:

- Superintendent/President
- Vice Presidents for Student Services and Administrative Services
- Instructional and Student Services Deans
- Director of Fiscal Services
- Institutional Researcher

- Distance Education Coordinator
- Student Learning Outcome Coordinator
- Basic Skills Coordinator Pathways to Student Success Committee Coordinator
- CTA representative

CART may include – as non-voting members – any certificated or classified staff member who wishes to participate. All members of CART have speaking privileges at meetings. Only voting members may present motions. Rights and Responsibilities Each member shall be encouraged to present his/her individual viewpoint and shall not represent the viewpoints of an administrative unit or a specific job function unless specifically disclosed at the meeting. CART will hold open meetings, and visitors are welcome.

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## II. Equal Employment Opportunity and Diversity Committee (EEODC)

### Role

EEODC's purpose is to afford the campus community a chance to provide input and make recommendations regarding EEO, diversity, processes regarding staffing, recruitment, screening, about staffing-related issues and activities, and to take action upon recommendations from feeder subcommittees. The committee makes recommendations to the shared governance committees and/or the Superintendent/President and has the following broad categories of scope within its purview:

- policies and procedures regarding diversity, EEO, non-discrimination, sexual harassment, complaint procedures, recruitment and screening.
- EEODC multiple measures
- EEODC plan
- staffing plan

### Bylaws

Link: [Board Docs](#)

### Meeting Schedule

For the first meeting of the academic year, the EEO & Diversity Advisory Committee meets on the third Monday of the month. After the first meeting, EEODC meets at least once a month. A schedule of the meetings will be provided on the website.

Once a month: Third Monday of every month from 2:30-4PM

Full schedule: [Link](#)

### Reporting Relationship

Integration Consultation Council

### Membership

The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this participatory governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.

### Voting Members

- Two (2) faculty members appointed by the Academic Senate and one alternate.
- Two (2) classified members appointed by CSEA and one alternate.
- Two (2) administrators: The Chief Human Resources Officer (CHRO) and one other appointed by the Administrative Council and one alternate.
- One (1) member of classified management and one alternate
- One (1) member of classified confidential and one alternate
- Two (2) part-time faculty members appointed by the PTFA and one alternate.
- Two (2) students appointed by the ASG and one alternate.

### Non-voting Members

- The HR technician will be the recording secretary.
- HR analysts will be available for consultation purposes.

A co-chair will be elected from within the voting membership by the members of the EEO & Diversity Advisory Committee. The EEO & Diversity Advisory Committee may create ad hoc committees as needed to address

collegewide issues and task forces to address specific (single item) issues. The CHRO will serve as the chair of the EEO & Diversity Advisory and is also a voting member (for purposes of tie breaking, etc. as outlined in Robert's Rules of Order). The co-chair of the EEO & Diversity Advisory Committee shall be elected for a two-year term by the committee and be a voting member. In the absence of the chair, the co-chair may conduct meetings of the EEO & Diversity Advisory Committee.

Revised on 10/18/21

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### III. Technology Planning Committee (TPC)

#### Role

The purpose of the Technology Planning Committee is to serve as a participatory planning and decision-making body by providing recommendations directly to the Integrated Consultation Council based on input from all constituent groups in the area of technology, both informational and educational. The TPC will coordinate campus technology activities, address technology needs and issues, and take action upon recommendations from all constituent groups.

#### Bylaws

Link: [Board Docs](#)

#### Meeting Schedule

Once a month: First Thursday of every month from 2:30-4PM

Full schedule: [Link](#)

#### Reporting Structure

Integrated Consultation Council

#### Membership

The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, confidential, students, and administrators.

#### Voting Members

- Two (2) faculty members appointed by the Academic Senate and one alternate.
- Two (2) classified members appointed by CSEA and one alternate.
- Two (2) administrative members appointed by the Administrative Council and one alternate.
- One (1) member of the Classified Confidential and one alternate
- Two (2) students appointed by the ASG and one alternate.

The TPC chair will be the Chief Technology Officer or another person assigned by the Chief Technology Officer. The cochair will be elected from within the voting membership by the members of the TPC. The TPC may create ad hoc committees as needed to address collegewide issues and task forces to address specific (single item) issues.

## IV. Fiscal and Facilities Committee (FFC)

### Role

The FFC's role is to coordinate and integrate college plans and establish budget priorities consistent with IVC's vision and mission statements. The FFC is responsible for reviewing tentative and adopted budgets for consistency with annual institutional goals and objectives, college plans, and the planning and budget philosophy.

Budget recommendations and priorities, expressed in dollars, are made to the Superintendent/President who has the final recommending authority to the Board of Trustees. The Board of Trustees has the final approval authority.

### Bylaws

Link: [Board Docs](#)

### Mandate

The committee was established March 11, 1998, Res. 11338 [Bylaws](#), amended July 15, 2009, [Res. 14423](#).

### Meeting Schedule

Once a month: Second Wednesday of every month from 2:30-4PM

Full schedule: [Link](#)

### Reporting Structure

Integrated Consultation Council

### Membership

The chair of the FCC shall be elected for a two-year term by the members of committee. The election shall take place in odd-numbered years of the last regular meeting of that fiscal year. This term shall commence on July 1<sup>st</sup> of that calendar year. Candidates for chair must have previous experience as a member of the Budget and Fiscal Planning Committee. The chair may not serve more than two consecutive terms.

### Voting Members

- Three (3) administrative representatives
- Three (3) faculty representatives
- Three (3) classified representatives
- Two (2) Associated Student Government representatives

### Consulting Members

- Vice-President of Administrative Services
- Director of Fiscal Services
- Director of Facilities, Planning, and Construction

Revised on 11/16/21

## V. Institutional Effectiveness and Development Committee (IEDC)

### Role

The Institutional Effectiveness and Development Committee (IEDC) is a participatory governance committee that reports to the Integrated Consultation Council (ICC). IEDC's purpose is to continuously improve strategic planning, institutional assessment, and to guide IVC's annual assessment to ensure consistency with accreditation standards.

### Bylaws

Link: [Board Docs](#)

### Mandate

Support evidenced-based documentation for ICC and accreditation efforts

### Meeting Schedule

Once a month: First Tuesday of every month from 2:30-4PM

Full schedule: [Link](#)

### Reporting Structure

Integrated Consultation Council

### Membership

#### Co-Chairs

- Associate Dean of Institutional Effectiveness, Equity, and Student Success
- Faculty Member

#### Voting Members

- Three (3) administration representatives (to be determined by administration)
- Human Resources representative
- Director of Institutional Research
- Two department chairs (or designees)
- Continuous Accreditation Readiness Team (CART) chair
- Pathways to Student Success Committee chair(s) (one vote)
- Program Review committee representative
- Academic Senate full-time faculty representative (IEDC cochair or designee)
- Academic Senate part-time faculty representative
- One (1) student representative (appointed by ASG)
- Two (2) classified representatives
- Classified confidential representative

#### Resource Members (Non-voting)

- Superintendent/President
- Distance Education Coordinator
- Outcomes & Assessment Coordinator
- ICC representative (Associate Dean of Institutional Effectiveness, Equity and Student Success)

## **VI. Environmental Healthy and Safety Committee (EHSC)**

### **Role**

EHSC's role is to create and maintain a safe learning and working environment for its students, faculty, and staff.

Webpage: <https://www.imperial.edu/faculty-and-staff/campus-committees/college-council/subcommittees/facilities-and-environmental-health-and-safety/older-historical-data/environmental-health-and-safety/>

### **Bylaws**

Under Development

### **Mandate**

Standard III.B.1 The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

Standard III.B.1.b The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

### **Meeting Schedule**

Once a month: Fourth Tuesday of the month from 2:30-4PM

Full schedule: [Link](#)

### **Reporting Structure**

Integrated Consultation Council

### **Membership**

TBD

## VII. Public Relations and Marketing Committee (PRMC)

### Role

The IVC Public Relations and Marketing Committee is responsible for providing guidance and support for both internal and external initiatives and communication strategies that promote and enhance the mission of Imperial Valley College.

### Bylaws

Link: [Board Docs](#)

### Mandate

TBD

### Meeting Schedule

Once a month: First Monday of every month from 2:30-4PM

Full schedule: [Link](#)

### Reporting Structure

Integrated Consultation Council

### Membership

The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.

PRMC is comprised of a minimum of:

- Two (2) faculty members appointed by Academic Senate
- Two (2) classified members appointed by CSEA
- Two (2) members of the CMCA appointed by CMCA
- Two (2) students at large appointed by ASG
- One (1) administrator appointed by the Administrative Council
- One (1) public relations consultant

The terms for faculty, classified, classified managers/confidential, public relations consultant and administrators shall be for two years. The term for student representatives shall be for one year. If the following departments are not represented by permanent members, additional members can be appointed by the President: IT, Student Affairs, the Athletics Department, the IVC Foundation and Applied Sciences. The chair and co-chair will be elected by the members of the Public Relations and Marketing Committee. The PRMC may create ad hoc committees as needed to address collegewide issues and may create task forces to address specific (single item) issues.

## VIII. Student Affairs Committee (SAC)

### Role

The purpose/function of the Student Affairs Advisory Committee is to evaluate and make recommendations concerning the various areas of student affairs. This committee shall be responsible for recommending policies regarding student activities, clubs, assemblies, commencement, disciplinary matters pertaining to disciplinary appeals and other student activities.

### Bylaws

Link: [Board Docs](#)

### Meeting Schedule

Once a month: Second Thursday of the month from 2:30-4PM

Full schedule: [Link](#)

### Reporting Structure

Integrated Consultation Council

### Membership

The chairperson of the committee shall be the Dean Student Affairs and Enrollment Services and the cochair shall be a faculty member. The following members shall be appointed by the Superintendent/President: at least four (4) faculty members and four (4) classified staff. Four (4) students will be appointed by the Associated Student Government President. A faculty member shall be selected by the committee to serve as chairperson of the disciplinary appeals board.

The SAC may create ad hoc committees as needed to address student affairs issues and task forces to address specific issues.

## SECTION 5 - SUBCOMMITTEES

### I. Program Review Committee (PRC)

#### Role

The Program Review Committee reports to IEDC. The composition of the PRC is consistent with that of standing committees, which include the following area representatives: classified, students, faculty, and administrators. The committee has the following responsibilities:

- direct comprehensive and annual program reviews to maintain high-quality programs;
- implement and regularly update the Program Review Template and platform;
- compose and update a program review handbook;
- evaluate the program review process and implement improvements; and
- review budget enhancement process, including justification and allocation of resources.

#### Bylaws

Link: [Board Docs](#)

#### Mandate

The Program Review Committee is responsible for providing guidance regarding the process and documents for the program review. PRC plays a critical role in evaluating and providing feedback on the quality of the program review documents (including data, etc.) submitted by the areas undergoing comprehensive program.

#### Meeting Schedule

Once a month: Third Thursday of every month from 2:30-4PM

Full schedule: [Link](#)

#### Reporting Structure

Institutional Effectiveness and Development Committee

#### Membership

##### Voting Members

- Director of Institutional Research
- Dean of Student Services and Special Projects
- CART (Continuous Accreditation Readiness Team) representative
- Outcome and Assessments Committee representative
- Student Services Council representative (faculty)
- Academic Senate representative
- Classified Confidential representative
- Classified Managers representative
- One academic dean
- Three (3) department chairs
- Three (3) classified representatives
- Director of Fiscal Services

##### Resource Members (Non-voting)

- Vice-President of Academic Services
- Vice-President of Administrative Services
- Vice President of Student Services

Revised on 11/12/21

DRAFT



## SECTION 6 - PROGRAM REVIEW PROCESS

### Overview

The purpose of the IVC's program review process is to review, analyze, and assess the content, currency, direction and quality of all programs and services as an investment in IVC's future. The intent of the program review process is to promote student-centered educational and service excellence by engaging all college units in self-examination and self-improvement. The review process is to be broad based, accessible, and integrated into other collegewide processes, such as accreditation, budgeting, and planning. The information gathered and analyzed in program review is an integral part in planning, decision-making, personnel development, program improvement, and optimal utilization of IVC's budgetary resources.

Each area's final report should be designed to give insight into the past, present and future through the following three broad questions:

- What has the program accomplished in the past year?
- Where is the program now?
- Where should the program go from here?

Specifically, each unit's program review will:

- ensure that all college programs and services are functioning in support of the college's student-centered mission;
- ensure that all program goals, objectives, and resource requests are aligned with one or more institutional goals and objectives from the 2020-21 California Community College's Chancellors Office Vision for Success;
- promote steady improvement in the quality and currency of all college programs and services through the use of SMART goals;
- provide a body of evidence of institutional effectiveness at all levels for accreditation;
- support the integration of the IVC's mission in all programs and services;
- facilitate self-analysis of each unit's functions and its relationship to college goals and the internal and external conditions that impact its operation;
- note areas of strength and acknowledge accomplishments;
- note areas in need of improvement to alert IVC to concerns/issues in time for effective solutions; and
- provide a vehicle for data-based, timely, collegial consultation for budget consideration in order to support development and improvement of all college programs and services.

The PRC will periodically amend the list of departments, programs, and units that are responsible for conducting program review.

### Program Review Components

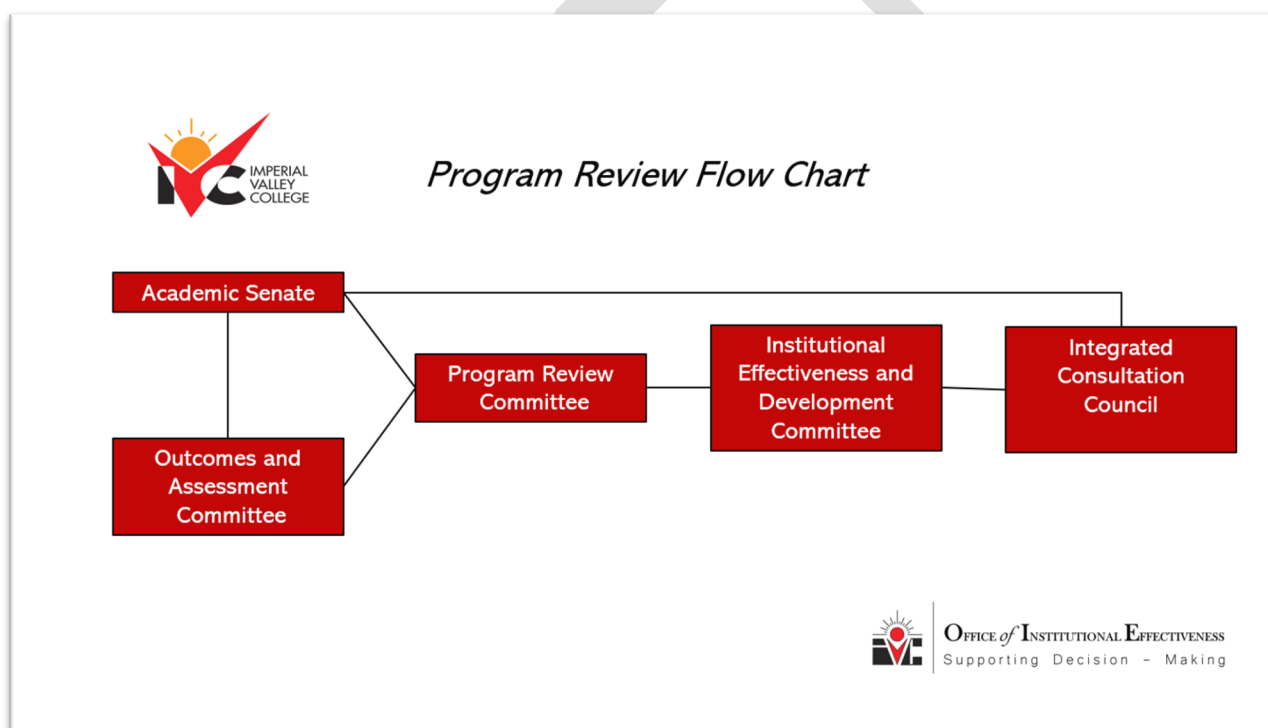
The components that comprise an area's program review generally include the following:

- statistical data that describe the program in terms of student contact, learning outcomes and staff assigned to the unit;
- SLO/SAO & PLO summary – an explanation of how Service Learning Outcome (SLO) assessment or Service Area Outcomes (SAOs) led planning efforts and any information as to how assessment drove the Program Learning Outcomes (PLOs) for IVC;
- alignment with *Vision for Success* goals; and
- survey results to indicate the "customer" degree of satisfaction with the program or service.

**Additional Components**

- The comprehensive program review includes a self-study of the program/unit that addresses its long-term goals, functions and services with evidence supporting one or more institutional goal; and an evaluation of academic/student data and/or survey results.
- The self-study should include recommendations for improvement as well as a work plan that outlines resources required for implementation based upon analysis of data and identifies one or more institutional goals the resource supports.
- Service areas complete a SWOT analysis as part of the self-study; academic areas complete a thorough analysis of enrollment, student outcomes, and linkage to existing college plans.

\*Note: Please refer to the specific guidelines on each comprehensive program review for additional details regarding the specific components of academic and non-academic units.



## Budget Enhancement Process

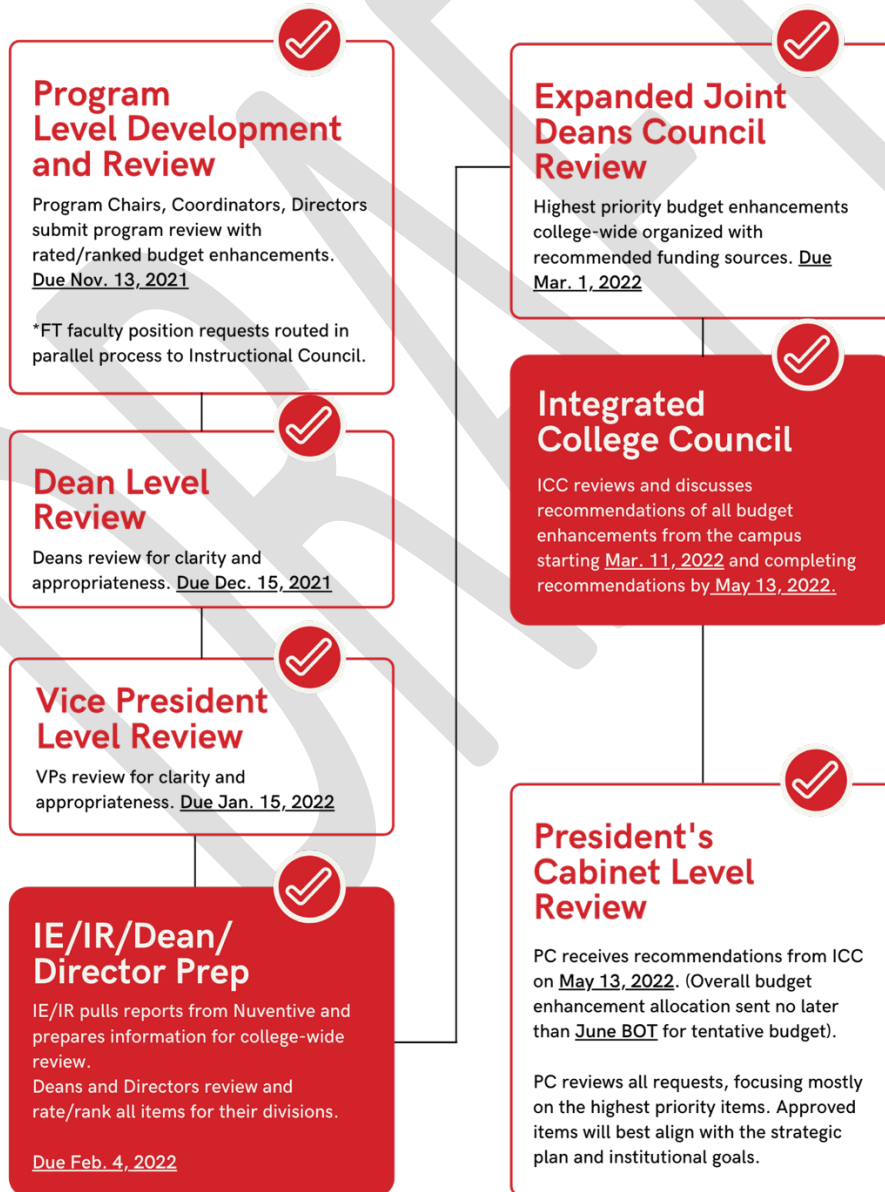
### Prioritization & Funding

Program reviews will serve as a basis for annual prioritization, funding, and budget planning. Each program/unit will submit its completed review with any budget enhancement requests to be incorporated into the college’s annual budget process.

The Offices of Institutional Research and Institutional Effectiveness shall maintain copies of all program review reports as a permanent archive and will provide data as needed for all program review reports.

### Timeline

# 2021-2022 Process



## SECTION 7 - ACADEMIC SENATE

### Role

The purpose of the Academic Senate for Imperial Valley College is to:

- represent IVC faculty to ensure a formal and effective procedure for participating in the formation of policies and procedures on academic and professional matters;
- promote and preserve the integrity of the educational program;
- facilitate communication between the faculty, the Board of Trustees, and the administration;
- develop policies and procedures related to academic and professional matters and to promote their implementation;
- assist the members of the faculty of Imperial Valley College in exercising their voice on academic and professional matters;
- develop, communicate, and encourage ethical and professional conduct;
- advise the Board of Trustees and administration on academic and professional matters;
- represent Imperial Valley College to other faculties and to the Academic Senate of California Community Colleges; and
- reach mutual agreement with IVC President on matters relating to equivalency, hiring procedures, administrative retreat rights, and academic and professional matters pursuant to the provisions of the Education Code.

### Reporting Structure

Integrated Consultation Council and President's Cabinet

## SECTION 8 - REDUCED CONFLICT SCHEDULE, UNIFORM RECORDING AND FLOW

### Proposed Committee Schedule

IVC is committed to minimize time conflicts for committee meetings to maximize participation. The proposed committee schedule attempts to use “College Hour” as the primary time for participatory governance committee meetings. With the exception of larger committees (ICC) and Academic Senate and ASG, all standing committees, subcommittees, and important collegewide meetings are captured in this schedule. Some operational meetings are also provided scheduling options to further reduce conflict.

#### PROPOSED MEETING SCHEDULE

FIRST WEEK OF THE MONTH						
TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
9:00 am					9-10am Extra Meeting Option	
10:00 am					Additional CART during ISER/PRN	
11:00 am					11am-12pm Dept. Meeting Option	
2:30 pm	2:30-4pm ASG	2:30-4 pm PR & Marketing Committee	2:30-4pm Institutional Effectiveness & Development Committee	2:30-4pm Academic Senate	2:30-4pm Technology Planning Committee/Academic Tech. Taskforce (merged)	
4:00pm						

SECOND WEEK OF THE MONTH						
TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
9:30 am					9:30-11am Integrated Consultation Council	
10:00 am					11am-12pm Dept. Meeting Option	
11:00 am						
2:30 pm	2:30-4pm ASG	2:30-4 pm Faculty Teaching & Learning Committee	2:30-4 pm Outcomes & Assessment Committee	2:30-4 pm Curriculum Committee	2:30-4pm Fiscal & Facilities Committee	2:30-4 pm Distance Education Committee
4:00pm					2:30-4 pm Student Affairs Committee	

THIRD WEEK OF THE MONTH						
TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
9:00 am					9-10am Instructional Council	
10:00 am				10-11:30am Student Services Council	10-11am CART	
11:00 am					11am-12pm Dept. Meeting Option	
2:30 pm	2:30-4pm ASG	2:30-4 pm EEO & Diversity Committee	Slot Open - TBD	2:30-4pm Academic Senate	2:30-4 pm Program Review Committee	
4:00pm						

FOURTH WEEK OF THE MONTH						
TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
9:00 am					9:00-10am Alternate option: Academic Tech Task Force	
10:00 am					10am-11pm Dept. Meeting Option	
11:00 am					11am-12pm Dept. Meeting Option	
2:30 pm	2:30-4pm ASG	2:30-4 pm Pathways to Student Success	2:30-4 pm Environmental Health & Safety Committee	2:30-4 pm Curriculum Committee	2:30-4 pm OER Taskforce	2:30-4 pm Distance Education Committee
4:00pm						

FIFTH WEEK OF THE MONTH	
2:30-4pm	<b>OPEN FOR EVENTS</b>

Competitive Athletics Committee meetings are TBD

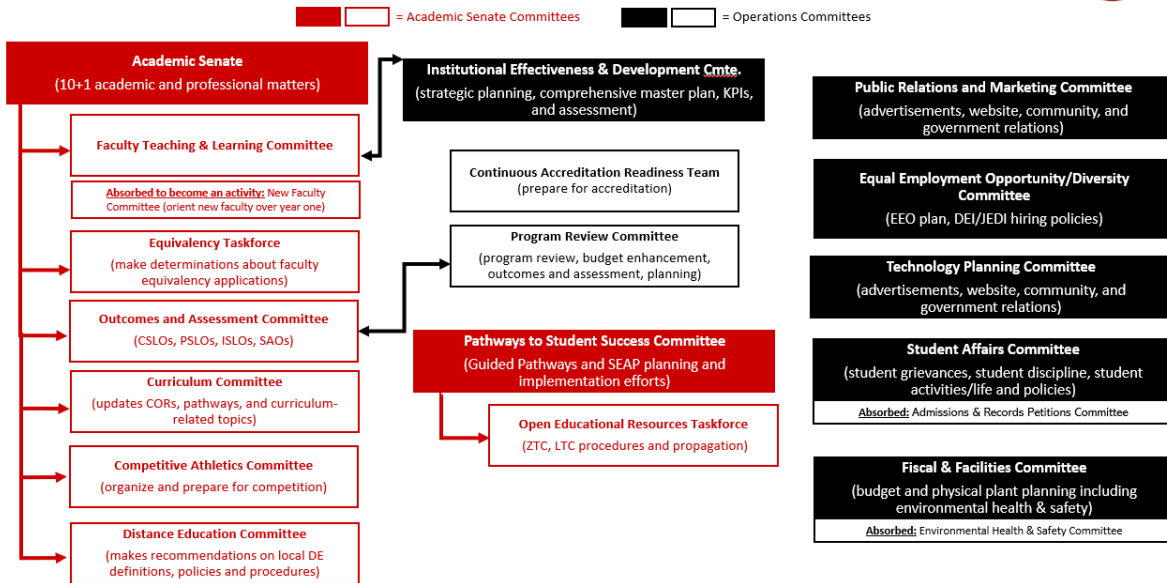
Rev. 11/17/2021



Revised: Draft 11/17/21  
Year: 2021-22



**IVC Participatory Governance Flow Chart**



**Governance Recording and Templates**

IVC desires to support the best record keeping for participatory governance. Therefore, each governance committee is supported with a dedicated recorder who assists the chairs/co-chairs with agendas, minutes, posting, and other committee records. The templates for agendas and minutes can be found in the appendices of this document. All records are posted in a uniform manner on the central platform of BoardDocs.

## SECTION 9 - GOVERNANCE EVALUATION AND SURVEY

### Committee Evaluation Form

At IVC, each standing committee will submit a committee evaluation form. The purpose of the committee evaluation is to identify the purpose of the committee and the major milestones and benchmarks that have been evaluated toward the end of the year to ensure that the committees are effective and meeting the institutional priorities of the campus.

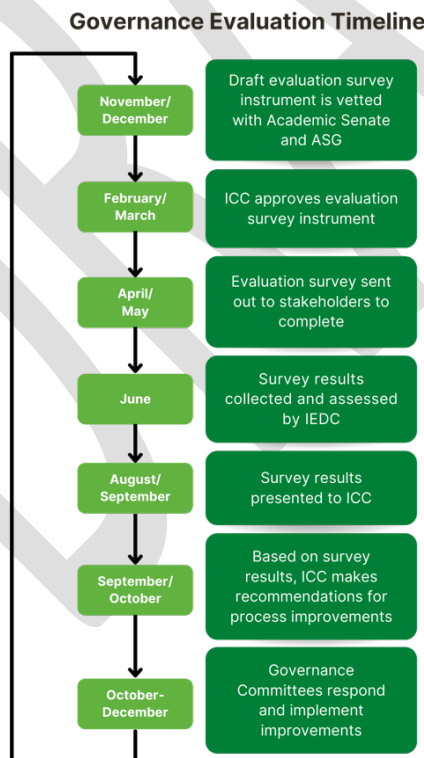
[See Appendix D for committee evaluation form.]

### Governance Evaluation Survey

At the end of each academic term, in addition to each committee evaluations, there will be a governance evaluation survey issued for all constituents. The survey will serve to evaluate the effectiveness of the governance processes toward supporting academic quality and accomplishing the mission. The results of the evaluation survey will be reviewed by ICC and used for planning improvements to governance processes. The survey has four major components: 1) general information, 2) integration, 3) culture, and 4) operations of governance structure. The Offices of Institutional Effectiveness and Research will prepare the survey in Spring of 2022. The survey will be developed by the Institutional Effectiveness and Development Committee and final input will be provided by ICC. Once final voting has taken place, the survey will be distributed collegewide. The results will be presented the following academic year.

See Appendix E for governance committee evaluation survey.

### Governance Evaluation Timeline



## Appendix A

### Communication Email

# IVC Strategic Educational and Facility Master Plan Stakeholders Questionnaire

Dear Faculty, Classified Staff, and Administrators at IVC,

This is an invitation to participate in the **Facility Master Plan Stakeholders Questionnaire**. The questionnaire will take approximately 15-20 minutes to complete. As many of you are aware, we are currently in the midst of the development of our Strategic Educational and Facilities Masterplan (2021-2030). The purpose of the questionnaire is to: 1) obtain input related to Imperial Valley College's mission, vision, and values; 2) collect ideas that will help IVC assess its strengths, weaknesses, opportunities, and threats or challenges, as well as its aspirations and desired results.

Please note that your input is critical and your answers to this questionnaire will be used in the development of the revised mission, vision, and values. Your responses to this questionnaire will be kept anonymous.

The timeline for this survey starts today. Please fill-out the survey at your earliest convenience. The survey will be open until the end of this fall semester.

If you have any questions concerning the questionnaire, feel free to reach out to Yolanda Catano, Interim Associate Dean of Institutional Effectiveness, Equity, and Student Success at [yolanda.catano@imperial.edu](mailto:yolanda.catano@imperial.edu).

Sincerely,

**Dr. Martha Garcia**  
President's Office

[Begin Survey](#)

Please do not forward this email as its survey link is unique to you.  
[Privacy](#) | [Unsubscribe](#)

Powered by  SurveyMonkey



## Appendix B BoardDocs Policy and Procedure Instructions

### IMPERIAL COMMUNITY COLLEGE DISTRICT BoardDocs Policy and Procedure Instructions

#### Chapter Assignments

Chapter	Primary Responsibility	President's Cabinet Lead	Lead Assistant
1 – The District	CEO	L. Johnson	A. Sano
2 – Board of Trustees	CEO	L. Johnson	A. Sano
3 – General Institution	CEO/CHRO	L. Johnson/C. Dougherty	A. Sano
4 – Academic Affairs	CIO/CSSO	C. Tafoya; H. Covarrubias; J. Enz	L. Amidon; M. Vargas, A. Gallo
5 – Student Services	CSSO	H. Covarrubias	M. Vargas
6 – Business Services	CBO	C. Vega	M. Lockas
7 – Human Resources	CHRO	C. Dougherty	M. Gutierrez

#### Continuous Review Cycle

Chapter 3,6 & 7*	Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6	Chapter 7
General Institution	The District	Board of Trustees	General Institution	Academic Affairs	Student Services	Business & Fiscal Services	Human Resources
82 BPs	2 BPs	39 BPs	36 BPs	23 BPs	25 BPs	22 BPs	28 BPs
120 APs**	0 APs	19 APs	39 APs	37 APs	39 APs	33 APs	19 APs
<b>202 Total</b>	<b>2 Total</b>	<b>58 Total</b>	<b>75 Total</b>	<b>60 Total</b>	<b>64 Total</b>	<b>55 Total</b>	<b>47 Total</b>
Fall 2021	Fall 2022		Fall 2027	Fall 2023	Fall 2024	Fall 2025	Fall 2026

\* First Column Complete ICCD 3-Year Cycle 2019-21; and begin new ICCD 6-Year Cycle beginning Fall 2022 thru Fall 2027.

\*\* Not Yet Adopted Administrative Procedures- 41 Total (6 - Chapter 6; and 35 - Chapter 7). Needs review to determine if they will be adopted.

Last Accreditation Comprehensive Review: Spring 2019

Next Accreditation Comprehensive Review: Spring 2025

#### Shared Governance Review Process

Ch.3 & 4		Ch. 7		Check-in			Ch. 6				
Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Lead Assistants & PC Meet		Lead Assistants meet	CCLC Updates Lead Assistants & PC Meet			Lead Assistants & PC Meet	Annual Review Process Begins	Lead Assistants meet	CCLC Updates Lead Assistants & PC Meet		Lead Assistants meet
01/12/22 4:00 p.m.		3/03/22 1:00 p.m.	04/11/21 4:00 p.m.			08/04/21 1:00 p.m.		9/24/21 1:00 p.m.	10/12/21 4:00 p.m.		12/01/21 1:00 p.m.

Goal: Review cycle to follow the Accreditation Review Cycle (every six years)

1. Timeline: August – June Annually.
2. President's Cabinet oversees shared governance review process; assigns BPs/APs from Chapters to be reviewed by Lead Reviewer. Review whole chapter.
3. Incorporate Community College League Policy and Procedure Biannual Updates (April/October) into review process. Continuous review and update as necessary or applicable.

President's Cabinet: 08/04/21

BP and AP Process Revised 2021 - (New 6-year Review Cycle)

Integrated Consultation Council: 10/08/21

## Appendix C Meeting Minutes Template



CONTINUOUS ACCREDITATION READINESS TEAM (CART)
<p><i>Meeting Information</i>                      August 23, 2021                      10:00am-11:00am                      Via Zoom</p> <p><i>Committee's Purpose:</i> The CART Committee's mission is to bring all campus areas into an ongoing effort to integrate accreditation standards into the daily function of Imperial Valley College. Members of the CART committee include administrators, department chairs, faculty, and staff, and students.</p> <p><i>Website:</i> <a href="#">CART</a></p>

Voting Members	

**A. Call to Order**

- Example: Discussions that were held and the recommendation made to change the participatory governance structure.
- Notes
- Notes
- Notes

Action Items:	Task:	Assigned to:
<ul style="list-style-type: none"> <li>• Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Present new proposed governance structure</li> </ul>	<ul style="list-style-type: none"> <li>• Yolanda Cataño</li> <li>• Dr. Martha Garcia</li> </ul>

**B. Review of 8/8/21**

- Example: Changes to the minutes were suggested by xxx and changes will be adopted.



Action Items:	Task:	Assigned to:
<ul style="list-style-type: none"> <li>• Revisions</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to the minutes will be made</li> </ul>	<ul style="list-style-type: none"> <li>• Linda Amidon</li> </ul>



**D. TBD**  
 • TBD

Action Items:	Task:	Assigned to:
• TBD	• TBD	• TBD

**E. TBD**  
 • TBD

Action Items:	Task:	Assigned to:
• TBD	• TBD	• TBD

**F. Next Meeting – September 6, 2021**

Summary of Meeting Notes	
1.	<del>Xxx</del>
2.	<del>Xxx</del>
3.	<del>Xxx</del>
4.	<del>Xxx</del>
5.	<del>Xxx</del>

## Appendix D Committee Evaluation Form

<b>Committee Name</b>					
<b>Committee Charge (Summary)</b>					
<b>For Academic Year 21/22</b>				<b>Date of Evaluation</b>	
Month	Mtg Date	# Members Present	Agenda Sent 1=Yes 0=No	Minutes Posted 1=Yes 0=No	Please list the major issues or tasks addressed at each meeting
July					
Aug					
Sept					
Oct					
Nov					
Dec					
Jan					
Feb					
Mar					
Apr					
May					
June					
<b>Avg Attendance</b>			_____ %	_____ %	

<b>Major Accomplishments or Achievements in Past Year</b>	1
	2
	3
<b>Major Obstacles or Problems with Committee Function</b>	1
	2
	3
<b>Recommendations for Improving Process or Efficiency</b>	1
	2
	3
<b>Review of Goals from Previous Year &amp; Related Institutional Goal</b>	1 Finalize Professional Development Plan
	2 Continue building the online library
	3
<b>Committee Goals (if appropriate) for Coming Year and list Related Institutional Goal</b>	1 <b>Related to Institutional Goal:</b>
	2 <b>Related to Institutional Goal:</b>
	3 <b>Related to Institutional Goal:</b>
<b>Chair/Co-Chair Signature</b>	x
<i>Typed or Printed Name</i>	
<b>Chair/Co-Chair Signature</b>	x
<i>Typed or Printed Name</i>	
<b>IVC Institutional Goals</b>	
<b>Goal A</b> Provide all students with excellent academic programs and clear pathways to reach the timely completion of their educational goals.	
<b>Goal B</b> Ensure learning and support the success of all students who meet their education and career goals.	
<b>Goal C</b> Align IVC Programs to labor market demands.	
<b>Goal D</b> Strengthen a culture of equity, diversity, inclusion, and social justice	
<b>Goal E</b> Develop and implement responsible and sustainable policies and practices in the allocation and stewardship of all resources to support student access, equity, and success.	
<i>IVC Mission</i>	

*The mission of IVC is to foster excellence in education that challenges students of every background to develop their intellect, character, & abilities; to assist students in achieving their educational & career goals; and to be responsible to the greater community.*

**Revised on 10/25/21**

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## Appendix E

### Imperial Valley College Governance Committee Evaluation Survey 2022



# OFFICE of INSTITUTIONAL EFFECTIVENESS

## Supporting Decision - Making

### Imperial Valley College Governance Committee Evaluation Survey 2022

#### General

1. Please identify your current position with Imperial Valley College.
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Confidential
  - e. Administration
  - f. Student
  - g. Other (please specify)
    - i. Blank Option
2. Please select the committee you are evaluating in this survey. (If you serve on more than one committee, please select only one and respond to all survey questions accordingly)
  - a. Integrated Consultation Council
  - b. Institutional Effectiveness and Development Committee
  - c. Program Review Committee
  - d. Continuous Accreditation Readiness Team (CART)
  - e. EEO & Diversity Advisory Committee
  - f. Technology Planning Committee
  - g. Facilities, Budget and Fiscal Planning Committee
  - h. Environmental Health & Safety
  - i. Public Relations and Marketing
  - j. Student Affairs Committee
  - k. Academic Senate
  - l. Curriculum Committee
  - m. Distance Education Committee
  - n. Equivalency Committee
  - o. Faculty Orientation
  - p. Faculty Teaching and Learning
  - q. Learning Support Services
  - r. Pathway to Student Success
  - s. Outcomes and Assessment Committee
  - t. Open Education Resource Committee
  - u. ASG
  - v. Other Assignments
3. How many years have you served continuously on the committee you selected?
  - a. Less than 1 year
  - b. 1-3 years

- c. 3-5 years
  - d. More than 5 years
4. Do you expect to serve on the committee you are evaluating during the next academic year?
- a. Yes
  - b. No
  - c. Unsure
5. If you answered 'no' or 'unsure' on Question #4, please briefly explain why you chose that response.
- a. Open Comment

### Integration

6. Please rate to what extent the committee's activities during the current academic year are integrated with Imperial Valley College as a whole.
- a. The Committee has clear goals/objectives.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly Agree
  - b. The Committee goals/objectives are clearly aligned with Imperial Valley College's goals and mission statement.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly Agree
  - c. The work of the Committee is regularly communicated with other governance groups.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly Agree
  - d. The work of the Committee is regularly communicated with the campus at-large.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly Agree
7. Please provide any additional commentary related to the Committees Integration with the larger campus community.
- i. Comments

### Culture

8. Please indicate the extent to which you agree or disagree with the statements regarding the culture of the committee you have served on during the current academic year.
- a. I feel comfortable contributing ideas.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly agree
  - b. My ideas are treated with respect, whether or not others agree with them.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly agree
  - c. I often engage in meaningful dialogue about agenda items with other members of the committee.
    - i. Strongly disagree
    - ii. Disagree



- iii. Agree
- iv. Strongly agree
- d. Meaningful dialogue often leads to actionable items.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly agree
- e. Members are given adequate time to process information and make decision/recommendations.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly agree
- f. The decision-making process is based on relevant, accurate, and timely data.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly agree
- g. Members are given adequate information to make decisions/recommendations.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly agree
- 9. Please share additional information you have related to the Committee's Culture.
  - a. Comments

## Operations

- 10. Please rate the following operational aspects of the committee you served on during the academic year.
  - a. Orientation is available for new members.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly Agree
  - b. Meetings are scheduled for the appropriate amount of time to accomplish the goals of the committee.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly agree
  - c. Meetings are frequent enough to meet the goals of the committee.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly agree
  - d. The composition of the committee is appropriate for the goals of the committee.
    - i. Strongly disagree
    - ii. Disagree
    - iii. Agree
    - iv. Strongly agree
  - e. Meetings usually start within 5 minutes of expected start time.
    - i. Strongly disagree

- ii. Disagree
- iii. Agree
- iv. Strongly agree
- f. Meeting agendas are available prior to the start of each committee meeting.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly agree
- g. Drafts of the minutes of prior meetings are provided with enough time to read and evaluate them.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly agree
- h. Meetings are well attended with enough members regularly present to complete the work.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly agree
- i. Committee website is updated to include accurate and correct information.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly disagree
- j. Adequate resources (budget/support) are available.
  - i. Strongly disagree
  - ii. Disagree
  - iii. Agree
  - iv. Strongly agree

### **Additional Information**

11. Please share any additional information you have related to the Committee's operations.
  - a. Comments
12. Please list three of the most important achievements of the committee during the current academic year. If you don't think there have been any achievements during this time, please explain why.
13. Have you experienced any barrier(s) that keep the committee from achieving its goals? (Please be specific)
14. What support do you need or does the committee need to continue to work hard toward the committee goals?
15. Anything else you'd like to express or share regarding your experiences with the Committee? (Optional)