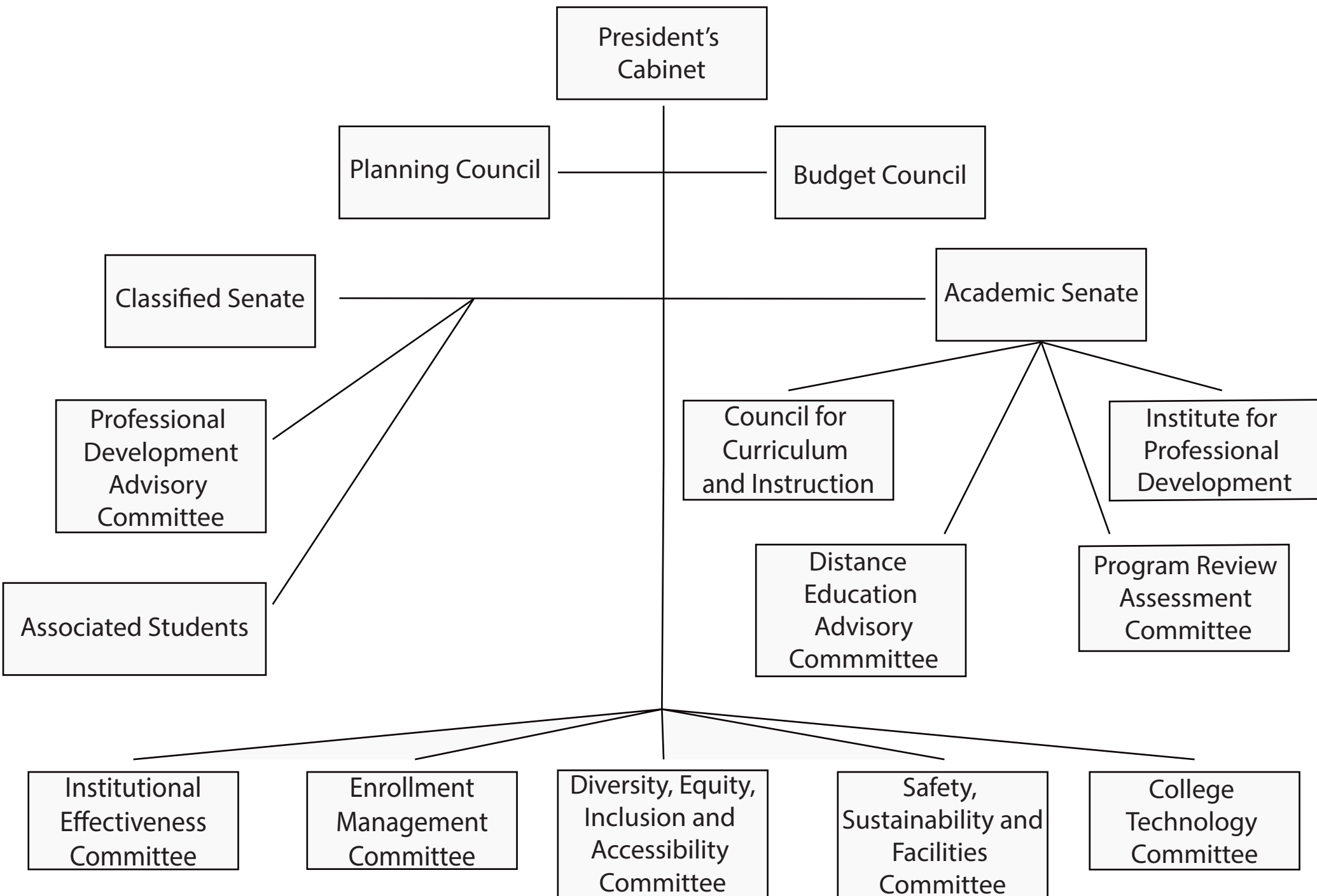


# Golden West College Participatory Governance



# **President's Cabinet**

**MEETING SCHEDULE:** TBD

**PURPOSE:**

- Primary participatory governance body for the college directly advising the College President on policy and governance.
- Forum to review and recommend the direction and focus for the college consistent with the College's Mission, Vision, and Values
- Consultative body for the President on issues of college leadership and matters of college-wide importance, including those which are subject to consultation with the Academic Senate as academic and professional matters and with the bargaining units as contractual matters.
- It is understood that the authority of the Academic Senate, the Associated Students of Golden West College and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document.
- This cabinet is a shared governance committee.
- This cabinet is not subject to the Brown Act.
- Attendance should be limited to cabinet members only.

**RESPONSIBILITIES:**

1. Periodically review and revise the College's Mission, Vision, and Core Values.
2. Revise and recommend goals for the College.
3. Ensure that the various planning processes are coordinated and consistent with the established direction and focus of the College.
4. Periodically evaluate the College governance procedure and structure.
5. Participate in the development of recommended College priorities.
6. Evaluate the work of the governance committees of the College using an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, and implementation (ACCJC Standard I.B.3) including the ongoing evaluation of process for planning, budgeting, and accreditation.
7. Must consult with the AS President and Classified Senate President for agenda items.
8. Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
9. Agendas and Action items will be posted as part of the shared governance process.

**RECOMMENDING TO:** College President

**CHAIR:** College President

**RECORDER:** Executive Assistant to the College President

**MEMBERSHIP:** 12 members - (\* Chair) Permanent membership as dictated by terms in position

1. \*College President
2. VP of Instruction
3. VP of Student Services
4. VP of Administrative Services
5. Academic Senate President
6. Academic Senate VP 1
7. Academic Senate VP 2
8. Classified Senate President
9. Classified Senate President Elect
10. CDMA Representative
11. ASGWC President
12. ASGWC VP

Other Advisors (as needed, when needed):

13. CCI-IPD-DEAC Representative
14. CFE Representative
15. CFCE Union Representative
16. HR Manager
17. Equity manager
18. Finance Director or Manager

## Planning Council

### **MEETING SCHEDULE: TBD**

### **PURPOSE:**

- Primary coordinating and recommending body to the College President on matters of college-wide planning.
- Primary resource for accreditation and program review processing, coordination, and recommendations.
- It is understood that the authority of the Academic Senate, the Associated Students of Golden West College and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document.
- The Planning Council is a shared governance committee.
- It is not subject to the Brown Act.

### **RESPONSIBILITIES**

1. Establish long-term and short-term planning priorities for the college.
2. Conduct and oversee the process of updating the Strategic Plan, College Mission and Goals, Program Review, and Accreditation reports.
3. Review of data and other campus committee reports to make recommendations for annual institutional priorities.
4. Develop and implement resource allocation guidelines and recommendations that enable achievement of college-wide planning goals. Make recommendations of same to the college Budget Council.
5. Present updates on planning to the Budget Council, Academic Senate, and other college committees, as necessary.
6. Establish, monitor, and review the work of planning task forces to address specific tasks and implementation of task force recommendations once approved by the Planning Council.
7. Incorporate equity-minded decision-making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
8. Hold regularly scheduled joint meetings with the Budget Council (frequency TBD by Councils)
9. Agendas and Action items will be posted as part of the shared governance process.

**RECOMMENDING TO: President's Cabinet**

**Co-CHAIR: VP of Instruction and VP of Student Services**

**RECORDER: Assistant** to the VP of Instruction

**MEMBERSHIP:** 15 members (\* Co-Chairs)

2-year terms (1 faculty, 1 classified staff and 1 manager/dean eligible for election each year to create staggered terms)

1. \*VP of Instruction
2. \*VP of Student Services
3. Academic Senate President or faculty designee from AS
4. Faculty Member from CCD
5. Faculty Member at-Large (may be FT or PT)
6. Classified Senate President or designee
7. Classified Staff member appointed from Classified Senate
8. Dean or manager at-large
9. Dean or CDMA at-large
10. ORPIE Manager or designee
11. Equity Manager or designee
12. CFE Representative or designee
13. CFCE Representative or designee
14. ASGWC Representative
15. ASGWC Representative

## **Budget Council**

**MEETING SCHEDULE:** TBD

### **PURPOSE**

- Primary recommending body to the President's Cabinet and the College President on matters of college-wide budget and resource allocations.
- Primary resource for budgetary and financial recommendations that originate from other college committees. All budget or resource allocation matters will first come to this council then be processed as appropriate through this council or referred for additional review to the appropriate college committee.
- It is understood that the authority of the Academic Senate, the ASGWC, and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document.
- Budget Council is a shared governance committee.
- Budget Council is not subject to the Brown Act.

### **RESPONSIBILITIES**

1. Primary budget and finance committee
2. Review of all requests for funding (no matter the source) including RFP's, lottery, CTE, program review resource requests, technology software and equipment.
3. Refer to appropriate committees for more information regarding requests when needed and make recommendations to the President's Council on expenditure.
4. Develop and implement resource allocation guidelines and recommendations that enable achievement of college-wide long-term and short-term budgetary goals.
5. Review and recommendation of proposed college budgets.
6. Review of District adopted budgets (college general fund).
7. Review and approval of all contracts that obligate the college and provide essential services.
8. Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
9. Hold regularly scheduled joint meeting with the Planning Council (frequency TBD by Councils)
10. Agendas and action items will be posted as part of the shared governance process.

**RECOMMENDING TO: President's Cabinet**

**Co-CHAIR: VP of Administrative Services and any committee member**

**RECORDER: Executive** assistant to the VP of Administrative Services

**MEMBERSHIP: 15 members (\* Co-Chairs)**

2-year terms (1 faculty, 1 classified staff and 1 manager/dean eligible for election each year to create staggered terms)

1. \*VP of Administrative Services
2. Director of Fiscal Services or designee
3. Academic Senate President or faculty designee from the AS
4. Faculty Member from CCD
5. Faculty Member at-large appointed by AS
6. Classified Senate President or designee
7. Classified Staff member appointed from the Classified Senate
8. Dean or Manager at-large
9. Dean or CDMA at-large
10. Equity Manager or designee
11. Special Funding or Grant Representative
12. CFE Representative or designee
13. CFCE Representative or designee
14. ASGWC Representative
15. ASGWC Representative

## **IEC (Institutional Effectiveness Committee)**

**MEETING SCHEDULE:** TBD

**PURPOSE:**

- The Institutional Effectiveness Committee provides a framework for the documentation of assessment and the integration of results in decision-making across the campus.
- It is understood that the authority of the Academic Senate, the Associated Students of Golden West College and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document.
- IEC is a shared governance committee
- It is not subject to the Brown Act

**RESPONSIBILITIES**

1. Coordinates Program Review related activities including feedback of program reviews and mid-cycle requests
2. Reviews and provides feedback to departments and programs in developing cSLO, pSLO, iSLO assessments and updates
3. Analyzes systematic campus wide participation in assessment activities including equity gaps and DI data
4. Coordinates and monitors compliance with the accreditation process and reports
5. Analyzes and prepares the Key Performance Indicators (KPI) of Institutional Performance and reports to the Planning Council, Budget Council, and the Academic Senate.
6. Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
7. Agendas and Action items will be posted as part of the shared governance process.

**RECOMMENDING TO:** Planning Council, Budget Council, President's Cabinet

**CO-CHAIRS:** Manager or representative from ORPIE and a Faculty Committee Member

**RECORDER:** ORPIE Rep

**MEMBERSHIP:** 15 members (\*Co-Chairs)

2-year staggered terms and faculty/staff may be from the same division area.

1. \*ORPIE Manager or designee
2. \*Faculty member at-large
3. Accreditation Liaison Officer – VPI or designee
4. Faculty member at-large (FT or PT)
5. Faculty member at-large (FT or PT)



6. Classified Senate Representative
7. Classified member at-Large
8. Classified member at-Large
9. Dean or Manager at-Large
10. Dean or Manager from CDMA at-Large
11. ORPIE Representative
12. CFE Representative
13. CFCE Representative
14. ASGWC Representative
15. ASGWC Representative

Other: (as needed, when needed)

**RCC (Recruitment to Completion Committee)**  
**EMC - Enrollment Management Committee**

**MEETING SCHEDULE:** TBD

**PURPOSE**

- Identify gaps and challenges, remove barriers, and recommend equity-minded solutions to manage enrollment and increase completion.
- It is understood that the authority of the Academic Senate, the Associated Students of Golden West College and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document.
- The RCC is a shared governance committee.
- It is not subject to the Brown Act.

**RESPONSIBILITIES**

1. In alignment with the GWC Strategic Plan, develop systemic strategies to increase student access, retention, and completion/graduation/transfer.
2. Review data and provide recommendations to close equity and achievement gaps.
3. Evaluate currently funded programs to identify themes and patterns to enhance and expand successful EMC initiatives.
4. Identify new opportunities and evaluate potential projects for recommendation to the Planning and Budget Councils.
5. Increase student access and success through enrollment management projects, programs, and initiatives.
6. Engage faculty and staff across the campus in retention and completion strategies.
7. Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
8. Agendas and Action items will be posted as part of the shared governance process.

**RECOMMENDING TO:** Planning Council, Budget Council, President's Cabinet

**CO-CHAIRS:** Dean or Manager of Enrollment Services **and** a Faculty Committee Member

**RECORDER:** A Committee Member

**MEMBERSHIP:** 18 members (\* Co-Chairs)

2-year terms (1 faculty, 1 classified staff and 1 manager/dean eligible for election each year to create staggered terms)

1. \*Dean or Manager in Enrollment Services
2. Faculty representative from Math/Science
3. Faculty representative from English/ESL
4. Faculty representative from Counseling (including Transfer Center)
5. Faculty representative from Social Sciences
6. Faculty representative from one of (Arts, Athletics, CTE, Criminal Justice, Nursing)
7. Dean, Counseling (including Transfer Center)
8. Dean, Academic Area
9. Academic Success Center Manager or designee
10. Guided Pathways Director or designee
11. Classified representative from Admissions & Records
12. Classified representative from Financial Aid
13. Outreach collective (or designee)/Special Populations representative (or designee)
14. ORPIE Representative
15. CFE Representative
16. CFCE Representative
17. ASGWC Representative
18. ASGWC Representative

# **SSFC (Safety, Sustainability, Facilities)**

**MEETING SCHEDULE:** TBD

## **PURPOSE**

- Primary consulting body on matters of college-wide construction, maintenance, facility improvements, landscaping projects, campus safety, signage and accessibility matters, and emergency preparedness.
- It is understood that the authority of the Academic Senate, ASGWC and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document.
- SSFC is a shared governance committee.
- SSFC is not subject to the Brown Act.

## **RESPONSIBILITIES:**

1. Review Program Review Resource Allocation requests related to safety, sustainability, and facilities.
2. Receive updates and provide feedback and input on all Measure M, scheduled maintenance, Vision 2030 Facilities Plan and College supported facilities projects.
3. Provide feedback and input related to facilities projects and inform on campus impact.
4. Provide updates on campus emergency preparedness and safety initiatives.
5. Develop and keep updated protocols related to special events, power outages (scheduled and un-scheduled) and campus maintenance incidents.
6. Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
7. Agendas and action items will be posted as part of the shared governance process.

**RECOMMENDING TO:** Planning Council, Budget Council, President's Cabinet

**CO-CHAIRS:** SSFC Manager and a SSFC Committee Member

**RECORDER:** M&O Assistant

**MEMBERSHIP:** 18 members (\* Co-Chairs)

2-year terms (1 faculty, 1 classified staff and 1 manager/dean eligible for election each year to create staggered terms)

1. A committee manager
2. Faculty member at large (representation to be determined by committee to represent all areas of the campus)
3. Faculty member at large (representation to be determined by committee to represent all areas of the campus)
4. Faculty member at large (representation to be determined by committee to represent all areas of the campus)

5. Faculty member at large (representation to be determined by committee to represent all areas of the campus)
6. Classified Staff at large (representation to be determined by committee to represent all areas of the campus)
7. Classified Staff at large (representation to be determined by committee to represent all areas of the campus)
8. Classified Staff at large (representation to be determined by committee to represent all areas of the campus)
9. Classified Staff at large (representation to be determined by committee to represent all areas of the campus)
10. Safety Manager
11. Grounds Manager
12. Manager of special projects (i.e., Measure M) (ex-officio)
13. Manager from DSPS or designee
14. Dean or CDMA representative
15. CFE Representative
16. CFCE Representative
17. ASGWC representative
18. ASGWC representative

## **CTC (College Technology Committee)**

**MEETING SCHEDULE:** TBD

### **PURPOSE**

- Keep abreast of the latest advances in educational technology, to disseminate this information to the campus community, and to provide a place where information can be exchanged.
- To provide consultation services to the campus community regarding educational technology matters.
- To carry out special projects involving the development of educational technology upon request by an appropriate campus body.
- It is understood that the authority of the Academic Senate, the Associated Students of Golden West College and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document.
- The CTC is a shared governance committee.
- It is not subject to the Brown Act.

### **RESPONSIBILITIES**

1. Review requests related to technology for approval including confirming or identifying those that could reflect Health and Safety issues.
2. Receive updates and provide feedback and input on all technology needs across campus.
3. Provide updates to relevant committees on technology policies, including but not limited to District policies and changes.
4. Serve as an essential information point for all needs and uses of technology across campus to maximize efficiency.
5. Regular communication with relevant groups across campus, such as Online Instruction and DSPS, to ensure the needs of our students and faculty are being met.
6. Budgetary review of projects related to technology must be vetted by the CTC to advise the budgetary council.
7. Track requests and usage of various technology and software and accessible to the campus.
8. Responsible for updating the college's Technology Master or Strategic Plan.
9. Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
10. Agendas and Action items will be posted as part of the shared governance process.

**RECOMMENDING TO:** Planning Council, Budget Council, President's Cabinet

**CO-CHAIRS:** Manager of IT and a Committee Member

**RECORDER:** A Committee Member

**MEMBERSHIP:** 15 members (\* Co-Chairs)

2-year terms (1 faculty, 1 classified staff and 1 manager/dean eligible for election each year to create staggered terms)

1. \*Director of IT and User Support Services
2. Faculty member from DEAC
3. Faculty member from Library
4. Faculty member from Counseling
5. Faculty member from CTE
6. Faculty member at-large from any Academic Area
7. Classified Staff (User Support Services)
8. Classified Staff (Online Instruction)
9. Classified Staff (Marketing and Promotions)
10. Classified Staff from Special Populations (Outreach, DSPS, EOPS, Veterans, or Student Life)
11. Dean or Manager at-large
12. CFE Representatives or designee
13. CFCE Representatives or designee
14. ASGWC Representative
15. ASGWC Representative

## Diversity, Equity, Inclusion (DEI) Committee

**MEETING SCHEDULE:** TBD

### **PURPOSE**

- AB705
- Guided Pathways
- Puente
- Umoja
- Stand and Rack
- DSPS
- Veterans
- EOPS Student Populations
- Financial Aid
- The Equity Committee is a shared governance committee.
- It is not subject to the Brown Act.

### **RESPONSIBILITIES**

1. Clear, non-duplicative responsibilities
2. Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
3. Agendas and Action items will be posted as part of the shared governance process.

**RECOMMENDING TO:** Planning Council, Budget Council, President's Cabinet

**CO-CHAIRS:** Dean or Manager of Equity **and** a Committee Member

**RECORDER:** A Committee Member

**MEMBERSHIP:** xx members (\* Co-Chairs)

2-year terms (1 faculty, 1 classified staff and 1 manager/dean eligible for election each year to create staggered terms)

1. \*Dean or Manager in Equity
2. Faculty representative from Math/Science
3. Faculty representative from English/ESL
4. Faculty representative from Counseling
5. Faculty representative from Social Sciences



6. Faculty representative from one of (Arts, Athletics, CTE, Criminal Justice, Nursing)
7. Dean, Counseling
8. Dean, Academic Area
9. Academic Success Center Manager or designee
10. Guided Pathways Director or designee
11. Classified representative from Admissions & Records
12. Classified representative from Financial Aid
13. Classified representative from Special Populations (Outreach, DSPS, EOPS, Veterans, or Student Life)
14. ORPIE Representative
15. CFE Representative
16. CFCE Representative
17. ASGWC Representative
18. ASGWC Representative

## **CCD (Council of Chairs and Deans)**

**MEETING SCHEDULE:** TBD

**PURPOSE:** The Council of Chairs and Deans (CCD) promotes student success through communication and coordination of decisions regarding instruction, course scheduling, enrollment management, and resource allocation.

### **RESPONSIBILITIES**

- Enrollment Management: Increase student enrollment, success rates, and scheduling efficiencies by examining course offerings.
- Establishing and ensuring the enforcement of policies, guidelines, and timelines for adding and cancelling classes, meeting FTES targets and the building of FTES.
- Reviewing course scheduling processes and establishing and ensuring the enforcement of policies and guidelines to support the needs of each department.
- Professional Development: Assure continuous and vital training for department chairs and deans.
- Communication: Improve and maintain clear and continuous professional communication within CCD, between CCD and other GWC governance bodies, and between CCD and GWC administration.
- Resource Planning: Maintain focus and input on resource allocations related to course and classroom resources, State Funded Equipment, Lottery, Guided Pathways, and Program Review implementation.
- Operational Planning: Act as a working group to resolve instructional challenges and identify innovations.
- Coordinates Program Review related activities including feedback of program reviews and mid-cycle requests.
- Reviews and provides feedback to departments and programs in developing cSLO, pSLO, iSLO assessments and updates (SAO for student services).
- Incorporate equity-minded decision making to create, promote, and maintain activities, programs, and instruction that welcome, celebrate, and promote respect for all. This includes creating equity among disproportionately impacted students across age, ethnicity, race, national origins, gender, gender expression, sexual orientation, mental/physical abilities, family status, religion, and socioeconomic status.
- Agendas and Action items will be posted as part of the shared governance process.
- It is understood that the authority of the Academic Senate, the Associated Students of Golden West College and the agreements of our established collective bargaining agents are not diminished by the provisions or definitions found in this document.
- CCD is NOT a shared governance committee
- It is not subject to the Brown Act

**RECOMMENDING TO:** Planning Council, Budget Council, President's Cabinet

**CO-CHAIRS:** A Chair and a Dean on the Council

**RECORDER:** A CCD member

**MEMBERSHIP:** See current DC list

Other: (as needed, when needed)