

Decision-Making Manual

Irvine Valley College

Updated May 2021



The Irvine Valley College Planning and Decision-Making Manual represents a collaborative effort the Irvine Valley College administration, the Irvine Valley College Academic Senate, the Irvine Valley College Classified Senate, and the Associated Students of Irvine Valley College.

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TABLE OF CONTENTS

I. INTRODUCTION	4
Irvine Valley College Vision	4
Irvine Valley College Mission	4
Irvine Valley College Strategic Plan Goals	5
Timeline for Planning and Decision-Making Manual Review	5
II. DECISION-MAKING PHILOSOPHY	6
Principle of Consensus	7
Governance Structure	8
III. ROLE OF CONSTITUENTS IN DECISION-MAKING	10
The Right to Participate Effectively	10
College President	10
Academic Senate	11
The Relationship Between the Academic Senate and the Exclusive Bargaining Agent	12
Classified Senate	13
The Relationship Between the Classified Senate and the Exclusive Bargaining Agent	13
The Associated Students Irvine Valley College	14
Management at IVC	14
District and the Board of Trustees	14
Duties of Council and Committee Members in Participatory Governance	15
IV. DECISION-MAKING PROCESS	16
College Council	19
Strategic Planning Councils	19
Irvine Valley College Policies and Procedures	20
V. OTHER NON-PARTICIPATORY GOVERNANCE GROUPS	21
VI. DISTRICT ADMINISTRATIVE STRUCTURE	22
The Role of the Academic Senate, the Classified Senate, ASIVC and the District	22
The Role of the Exclusive Bargaining Representatives and the District	22
The Relationship Between District Decision-Making and College Decision-Making	23
APPENDIX A STRATEGIC PLANNING COUNCIL CHARGE SHEETS	24
College Council Charge Sheet	24
Academic Planning and Technology Council (APTC) Charge Sheet	26
Budget Development and Resources Planning Council (BDRPC) Charge Sheet	27
Institutional Effectiveness Council (IEC) Charge Sheet	28
Student Success and Equity Council (SSEC) Charge Sheet	29
APPENDIX B COMMITTEE CHARGE SHEETS	30
Bookstore Committee	30

Cafeteria Committee	30
Campus Safety Committee	31
Career Technical Education Committee (CTEC)	32
Commencement Committee	33
Dual Enrollment Advisory Committee	34
Environmental Leadership Committee	35
Facilities Use Committee	36
Honors Advisory Committee	37
Online Education Committee (OEC)	38
Scholarship Committee	39
Student Equity and Achievement Committee (SEAC)	39
Student Learning Outcomes Committee (SLOC)	41
Teach of the Year Committee	42
Technology Advisory Committee	43
APPENDIX C ACADEMIC SENATE: ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE CHARGE SHEETS	44
Curriculum Committee Charge Sheet	44
Academic Affairs Committee Charge Sheet	45
APPENDIX D NON-PARTICIPATORY GOVERNANCE GROUP CHARGE SHEETS	46
APPENDIX E LIST OF ACRONYMS	51

I. INTRODUCTION

The purpose of the Irvine Valley College (IVC) Planning and Decision-Making Manual (PDMM) is to promote and sustain planning, participation, and effective decision-making at IVC. The PDMM describes how all members of the IVC and South Orange County Community College District (SOCCCD) community are involved in the strategic planning and decision-making processes by clearly delineating the roles and responsibilities of all constituent groups as required by Accreditation Commission for Community and Community College (ACCJC) Standards; California Education Code; Title 5 of the California Code of Regulations; and SOCCCD and IVC policies. The PDMM includes IVC policies/procedures, strategic planning council charge sheets, and committee charge sheets designed to promote widespread participation in strategic planning and decision-making. This PDMM also describes, where appropriate, the relationships among the SOCCCD strategic plan and decision-making processes, the district-wide administrative councils and committees, the chancellor, and the board of trustees as they relate to IVC. Decision-making at IVC is guided by our Vision, Mission, and Strategic Goals. Fulfilling this mission and achieving our vision depends on strategic planning and effective decision-making. The strategic planning process has resulted in the development of institutional goals, objectives, and action steps. The collective purpose of the participatory governance structure is to implement these institutional goals. ¹

Irvine Valley College Vision

Irvine Valley College is a premier educational institution that provides students avenues for success through exceptional services and dynamic partnerships.

Irvine Valley College Mission

Student equity, inclusion, access, and success are central to Irvine Valley College's identity. We offer clear and guided pathways to transfer opportunities, certificates, associates degrees, employment, and further education to a diverse and dynamic local and global community. IVC fosters economic and workforce development through strategic partnerships with business, government, and educational networks.

¹ <http://www.ivc.edu/about/pages/mission.aspx>

Irvine Valley College Strategic Plan Goals

Goal 1: Ensure equity in access and achievement.

Goal 2: Transform lives through learning and achievement.

Goal 3: Engage with community through athletic and cultural events, enrichment programs, and in creating economic prosperity for all.

Goal 4: Optimize our institutional design and structure with a student-centered focus.

The complete IVC Strategic Plan can be found on the public webpage [here](#).

Timeline for Planning and Decision-Making Manual Review

The review of this manual is overseen by the Institutional Effectiveness Council (IEC). This manual will be reviewed according to the following three-year cycle:

Annually: Changes and/or clarifications to roles, councils, strategic planning committees, committees, and processes.

Every three years: Full document review.

II. DECISION-MAKING PHILOSOPHY

To create an environment for empowerment, innovation, and institutional excellence, the decision-making model implemented at IVC is a participatory governance model. To this end, IVC and SOCCCD typically rely on numerous strategic planning councils and committees with representation from all constituent groups, creating a structure for widespread participation. Because of the variety and scope of the participating entities, the organizational structure and opportunities for participation must be clearly delineated, communicated, and understood by all members of the IVC and SOCCCD community. The College Council, strategic planning councils, committees, and work groups are the vehicle of a collaborative process in which faculty, staff, and student involvement in decision-making is valued. Council and committee members are selected by their respective constituency groups and have a responsibility to solicit information and agreement on issues from that group, as well as to communicate back on decisions that have been made.

The IVC and SOCCCD communities support the following decision-making principles:

- Effective participation does not always imply total agreement.
- Effective participation requires various levels of involvement by participants.
- The ultimate responsibility for decisions rests with the IVC president, the SOCCCD chancellor, and the SOCCCD board of trustees.

IVC has adopted a decision-making philosophy that includes the establishment of a safe harbor that promotes intentional dialogue and consensus. It is the responsibility of institutional leaders to establish a safe-harbor wherein members of the IVC community can engage in honest and open dialogue. A safe harbor provides a venue for the expression of views and opinions without fear of retaliation or retribution. Dialogue occurs when individuals see themselves as colleagues and suspend their own views to listen to one another to understand differing viewpoints. Intentional dialogue involves active listening, seeking to understand, and giving everyone the opportunity to discuss the issue without interruption. Dialogue allows controversial topics that may have been sources of disagreement and division to be discussed in a useful context. Dialogue differs from debate in which individuals attempt to score points and persuade. Whether or not dialogue leads to resolution of a conflict, it can lead to mutual understanding, respect, and institutional growth. Dialogue, in a safe environment, has the potential to improve an institution's ability to deal with the inevitable disagreements that arise in the life of an institution.

Consultation early in the decision-making process is key to successful buy-in and ultimate consensus. Thorough dialogue among committee members is also central to effective decision-

making. While inevitably a proposal is designed and composed by its champion or initiator, it is important to bring proposals forward to the appropriate strategic planning council(s) as early as possible to ensure that all interested parties have an opportunity to collaborate in the evolution of the final content of the proposal. Some decisions must be made expeditiously and/or are operational and do not require extensive discussions or prior consultation. However, in most cases every effort should be made to encourage broad conversation and collaborative revision before a proposal is sufficiently mature to be recommended for approval.

Principle of Consensus

IVC's College Council, strategic planning councils, committees, and work groups that operate on the principle of consensus generally follow these guidelines.

- **Clarification of the Issue:** At the outset of the discussion, the issue(s) are clearly presented.
- **Discussion/Dialogue:** A range of alternatives may be presented to the council/committee or developed by the council/committee for discussion. When possible, the council/committee modifies alternatives to accommodate the interests of council/committee members and the groups they represent.
- **Participation:** Council/Committee members accept responsibility for attending meetings and contributing to the discussion. Silence is not consensus. Absence is not participation.
- **Consensus Does Not Mean Unanimity:** The council/committee reaches consensus once all representatives have had an opportunity to contribute to the discussion. Consensus does not require unanimous approval. Consensus requires discussion until no individual member strongly opposes the decision at hand. Any member can and should require continued discussion until all members are satisfied.
- **Council/Committee Recommendations/Decisions:** Once consensus is achieved, all council/committee representatives support the decision of the council/committee. Councils/committees work according to the assumption that silence during the discussion followed by speaking against the committee decision undermines the process. Any discussion against the committee decision must take place during the deliberations. Silence implies consent, or at a minimum, no objections sufficient to block consensus. Once the discussion is complete with no further objections, it is incumbent upon all parties to support the decision.

Governance Structure

IVC councils and committees were created to oversee strategic planning, budget development, institutional effectiveness, student success, and communication for IVC. IVC utilizes the following participatory governance structure for decision-making:

- **College Council:** The highest-level participatory governance body that makes recommendations to the IVC president pertaining to strategic planning, budget development and allocation of college resources including those requested through strategic planning processes, such as staffing, academic planning, facilities, technology, enrollment management, marketing, outreach, institutional effectiveness, student success, access, and matriculation. It has a defined charge, membership, and meeting schedule. The membership contains representation from all constituency groups. This council was formerly called the *Strategic Planning and Accreditation Council (SPAC)*.
- **Strategic Planning Councils:** Participatory governance bodies that determine details and specifics of processes, procedures, and other types of decisions, and make recommendations to College Council that are outside the specific purview of the Academic Senate. Strategic planning councils must have a defined charge, membership, and meeting schedule. The membership contains representation from all constituency groups. Strategic planning councils compile, analyze, reconcile, and integrate recommendation from their respective committees and work groups. There are four strategic planning councils:
 - Academic Planning and Technology Council (APTC)
 - Budget Development and Resource Planning Council (BDRPC)
 - Institutional Effectiveness Council (IEC)
 - Student Success and Equity Council (SSEC)²
- **Committees:** A permanent standing body convened by a strategic planning council designated to consider specific subjects in detail for recommendations back to the strategic planning council. It must have a defined charge, membership, and meeting schedule. The chair must be a member of the strategic planning council to which it reports.

² The Student Success and Equity Council was formerly called the Student Success, Access, Matriculation, Marketing, and Outreach (SSAMMO) Committee

- **Work Groups:** May be established informally by a campus body or administrator. Usually have a single focus or goal, can have a short- or long-term purpose, and do not have their membership composition approved.

The Strategic Planning Councils and the College Council are the primary participatory governance bodies at IVC because they include representatives from all constituency groups. All major decisions are discussed and approved by these bodies before recommended to the College President for approval.

Establishing or amending a Strategic Planning Council or Committee requires affirmation of charge and membership by the College Council and ultimate approval by the college president. The steps to establish or amend a strategic planning council or committee are as follows:

1. The respective strategic planning council sends their recommendation to IEC for review.
2. IEC will review the submission to ensure compliance with the PDMM.
3. Once IEC endorses the proposed charge and membership, the respective strategic planning council will forward their recommendation to the College Council.

On an annual basis each strategic planning council will review the charges and membership of committees and determine whether changes need to be made. Work groups do not require any formal approval.

III. ROLE OF CONSTITUENTS IN DECISION-MAKING

The Right to Participate Effectively

According to the guidelines developed by a joint task force of representatives of the California Community College Trustees, Chief Executive Officers of the California Community Colleges, and the Academic Senate of the California Community Colleges, the term “shared governance” can take on many meanings. The joint task force suggested that the use of the term “shared governance” be curtailed in favor of the more precise terms as defined by Education Code §70902(b)(7), which requires the Board of Governors to enact regulations to “ensure faculty, staff, and students...**the right to participate effectively** in district and college governance” (emphasis added).

This section lists the various constituency groups at IVC and outlines their role in participatory governance as enacted by the SOCCCD Board Policies.

College President

According to [Board Policy 2430.1 \(Delegation of Authority to the College President\)](#): The Chancellor delegates authority to the college president for the following functions:

1. Provide leadership and coordinate with District Services in the development and implementation of college master plans and integrated strategic plans. Based upon ongoing institutional research, plans should consider accreditation standards and student success issues, as well as drive the budget process and resource allocation.
2. Promote and support learning, teaching, and student success, including the maintenance and improvement of quality instructional and support services.
3. Provide leadership in the development and implementation of career technical education to meet the needs in the community.
4. Provide leadership in the development and implementation of a comprehensive enrollment management plan.
5. Develop and monitor the college budget and assume fiscal responsibility.
6. Provide college employees with the opportunity to successfully achieve high standards in their work by fostering a culture of teamwork and professional and leadership development.
7. Propose strategies for selecting and retaining a diverse high quality full-time faculty, staff and administrators.
8. Select and extend offers of employment for faculty, administrators and classified positions for the college.
9. Provide leadership and empower the administrative team.
10. Provide leadership focusing on accountability and professional and ethical conduct.

11. Assume a highly visible leadership role in the community and build strategic partnerships with corporate, educational and community-based organizations.
12. Develop and implement emergency preparedness plans.
13. Provide a participatory governance process.
14. Promote cooperation and collegiality among both colleges and District Services.
15. Perform other related functions.

The IVC president is committed to participatory governance, the spirit of collegiality, and academic freedom in its decision-making processes. IVC's decision-making processes are based upon the understanding that decisions generally impact more than one constituent group or entity. Ultimately the IVC president has the authority for making campus decisions.

Academic Senate

The Irvine Valley College Academic Senate is a professional and collegial body responsible for the representation of the faculty of Irvine Valley College on academic and professional matters. The academic senate is constituted in accordance with relevant provisions of the California Education Code and Title 5 of the California Code of Regulations and with other relevant statutes and regulations. The IVC Academic Senate is a certified member of the Academic Senate for California Community Colleges and functions as a local affiliate of that statewide organization. [Board Policy 2510.1 \(Delegation of Authority to the Academic Senate\)](#) states that there shall be appropriate delegation to the college academic senates of responsibility for authority over academic and professional matters. Academic and professional matters upon which the Board of Trustees will rely primarily upon the advice and counsel of the academic senates on:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development and;
11. Other matters as mutually agreed upon between the Board of Trustees and the academic senate, or as otherwise provided by statute or regulation.

Full-time and part-time faculty members play an integral role in all matters of decision-making at IVC. They have an especially key role in matters pertaining to instruction.

[Board Policy 2510.2 \(Role and Scope of Authority of the Academic Senates\)](#) provides for mutual agreement between the Board of Trustees and the Academic Senate in three narrowly defined areas.

- A. Faculty have the right to participate in district and college governance;
- B. Faculty have the opportunity to express their opinions at the college and district level, and to ensure that these opinions are given every reasonable consideration, and;
- C. The academic senates assume primary responsibility in the areas of curriculum and academic standards.

The Irvine Valley College Academic Senate makes all faculty appointments to all participatory governance groups. Appointees are expected to regularly attend meetings and to contribute as a part of their professional responsibilities. The faculty members serving on those committees are participating to represent and express the interest of 1) the Senate and 2) their constituents.

In order to assist the Academic Senate in its responsibilities, the Senate has two standing committees, the Curriculum Committee and the Academic Affairs Committee. The scope of their authority, charge, and reporting responsibilities are described in Appendix B.

The Relationship Between the Academic Senate and the Exclusive Bargaining Agent

The exclusive bargaining representative for the Faculty of the SOCCCD is the SOCCCD Faculty Association. Education Code §87610.1(a), §87663(f), and §87743.2 define the relationship between the Academic Senate and the Faculty Association.

First, Education Code §87610.1(a) provides that in districts where tenure evaluation procedures are collectively bargained pursuant to Government [CA] Code §3543, the exclusive bargaining agent for the Faculty shall consult with the Academic Senate prior to engaging in collective bargaining regarding tenure evaluation procedures.

Second, Education Code §87663(f) provides that in districts where faculty evaluation procedures are collectively bargained, the exclusive bargaining representative for the faculty shall consult with the Academic Senate prior to engaging in collective bargaining regarding faculty evaluation procedures.

Third, Education Code §87743.2 required each community college to establish Faculty Service Areas no later than July 1, 1990. The exclusive bargaining representative for the faculty shall consult with the Academic Senate in developing proposals regarding faculty service areas.

Classified Senate

The Classified Senate at Irvine Valley College is an active constituency group that provides classified professionals an opportunity to participate effectively in the college decision-making process. It enables classified employees to have a voice in college governance regarding issues that affect classified outside the scope of the collective bargaining process. Participation in IVC's Classified Senate stimulates awareness of and commitment to the college's Vision, Mission and Goals. [Board Policy 2510.3 \(Classified Employees Participation in Decision Making\)](#) states “The South Orange County Community College District classified professionals (“staff”) shall be provided with opportunities to participate effectively in District and college governance, and in the joint formulation and development of District policies and procedures that the Board reasonably determines in consultation with the Classified Senates and have or will have a significant effect on staff. The opinions and recommendation of the Classified Senates of the District will be given every reasonable consideration.”

The Classified Senate represents the classified staff in participatory decision making and governance process which develops and formulates policy and practice with no collective bargaining related effect, but not limited to, activities which include: 1) representing the perspective of classified staff in policy and procedure deliberations. 2) offering staff in-service activities; 3) communicating among the various interest groups and classified staff of IVC, 4) collaborating with the Classified School Employees Association (CSEA) for appointment of classified staff on all governance committees; 5) maintaining the delineation of responsibility between the Classified Senate and CSEA.

The Relationship Between the Classified Senate and the Exclusive Bargaining Agent

Education Code §70901.2 states, “Notwithstanding any other provision of law, when a classified staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining. These organizations shall not receive release time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.”

The Classified Senate has no responsibility in any area related to bargaining or working conditions as such issues are the explicit responsibility of CSEA. CSEA has the right to appoint the classified representatives to all participatory governance committees regarding these issues.

The Associated Students Irvine Valley College

Associated Students Irvine Valley College (ASIVC) is recognized as the official voice of the Irvine Valley College students. ASIVC also works to empower students to engage in shared governance, representing the student perspective to members of the campus community through leadership and advocacy. [Board Policy 2510.4 \(Student Participation in Governance\)](#) defines the right to participate effectively for the Associated Students of Irvine Valley College (ASIVC) as follows:

The Associated Students of the colleges of SOCCCD shall be given an opportunity to participate in the formulation and development of district policies and regulations that have a significant effect on students. The selection of student representatives to serve on SOCCCD committees or task forces shall be made after consultation with the Associated Student Governments of the respective colleges. The opinions and recommendations of the students will be given every reasonable consideration.

Except for emergency situations, the Board of Trustees shall not take any action on matters subject to this policy until the designated student groups have been provided the opportunity to participate. Student representatives will be treated with equal inclusion, opportunity, and consideration in respect to all participatory governance and will have access to necessary and relevant information, documents, and resources necessary for meaningful participation in governance processes.

Management at IVC

Administrators and managers of IVC serve a variety of supervisory roles throughout the campus. They may be asked to serve on councils and committees, to represent their individual areas of expertise. Their role in making decisions at IVC is determined by the scope of responsibility and authority delegated in job descriptions for their positions.

District and the Board of Trustees

Board Policy 2200 (Duties and Responsibilities of the Board of Trustees) states that the Board of Trustees governs on behalf of the residents of the South Orange County Community College District in accordance with the authority granted and duties defined in Education Code, and in consideration of statewide emphases.

The Board is committed to:

- Establishing the mission and vision of the District
- Ensuring the development and implementation of short-term and long-term educational, facilities and technological plans
- Ensuring fiscal health and stability
- Monitoring institutional performance, effectiveness and educational quality; including approving curriculum and programs

- Delegating authority to the Chancellor/Chief Executive Officer to effectively lead and manage the District
- Working respectfully with the Chancellor and the District/College faculty and staff
- Offering suggestions and referring concerns to the Chancellor
- Working respectfully with other Board members
- Hiring and evaluation the Chancellor
- Advocating for and protecting the District
- Establishing policies that implement the College and District mission and goals, and set prudent, ethical and legal standards for college and District operations
- Representing the public interest

Per [Board Policy 2430 \(Delegation of Authority to the Chancellor\)](#), the Chancellor is the Chief Executive Officer of the District and supervises the college presidents, vice chancellors, and the staff and operation of District Services. The Chancellor is responsible for the implementation of the District Educational and Strategic Plan, Facilities Master Plans, Board Policies and Regulations, and provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the District and assures support for the effective operation of the colleges. The Chancellor acts as the liaison between the colleges and the governing board, and provides for the fair distribution of resources, control of expenditures, strategic institutional development, District-wide strategic planning, accreditation, and the long-term financial stability of the District and the colleges.

Duties of Council and Committee Members in Participatory Governance

In order to effectively make decisions at IVC, it is crucial that council and committee members:

- Prepare for meetings by reviewing the agenda, prior meeting minutes and supporting material.
- Serve as communication liaisons to their constituencies.
- Communicate regularly with their constituencies both formally and informally to be able to best represent the needs of constituents at meetings.
- Regularly provide factual explanations of policies, processes and decisions to their constituency.
- Use any area of their expertise to participate in informed discussions at meetings.
- Attend all meetings.
- Engage in respectful discussion, especially when expressing dissenting opinions. Discussion should focus on interests and issues and not personalities and motives.
- Hold themselves accountable for the tone and content of their contributions.
- Familiarize themselves with the Planning and Decision-Making Manual, commonly used terms and their definitions.
- Commit to the role of constituent group representative when consensus is being formed or a vote is required.

IV. DECISION-MAKING PROCESS


The four strategic planning councils develop integrated, coherent, and cohesive recommendations, including the details and specifics of processes, procedures, or other types of decisions, and forward these recommendations to the College Council, which in turn makes recommendations to the president who makes the final decisions. If College Council does not accept a recommendation, it would be expected that the council would send the matter back, with comments and an explanation of why the recommendation had been rejected, back to the strategic planning council for reconsideration and revision. The matter might trickle down through the recommending path as far as deemed necessary for collegial and open discussion, resulting ultimately in either forwarding a revised recommendation or, at least, further discussion at all levels. This results in an integrated and collaborative planning and decision-making based on data available to the committees, acknowledgement of, respect for, and reliance upon committee efforts, and effective implementation once a decision has been made.

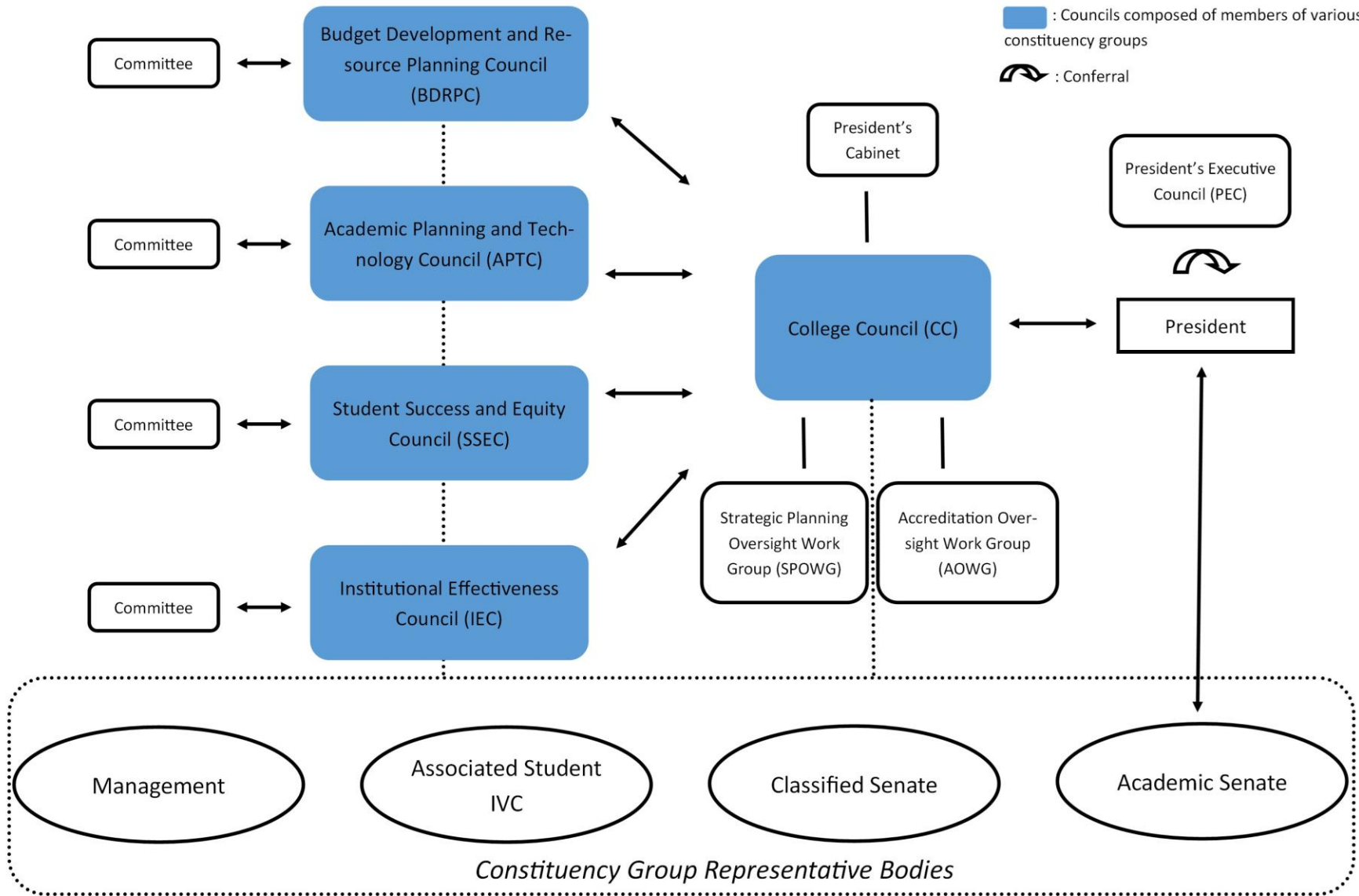
All college recommendations requiring board approval are submitted to the chancellor by the college president.³ Monthly board item review meetings are held to prepare college items requiring board approval.

³ Education Code §72121.5 requires Community College Districts to adopt reasonable regulations which allow members of the public to place an item directly related to Community College business on the board agenda and that members of the public be allowed to address the board regarding items on the agenda.

Participatory Governance Decision-Making Process Flowchart

Legend

- , ↑ : Proposal recommended for approval
- ←, ↓ : Proposal assigned to lower body; or proposal is not accepted and returned for revision
- : Councils composed of members of various constituency groups
-  : Conferral



Moving a Proposal Through the Participatory Governance Decision-Making Process

1. Determine appropriate home strategic planning council based on charge

Policy / Proposal



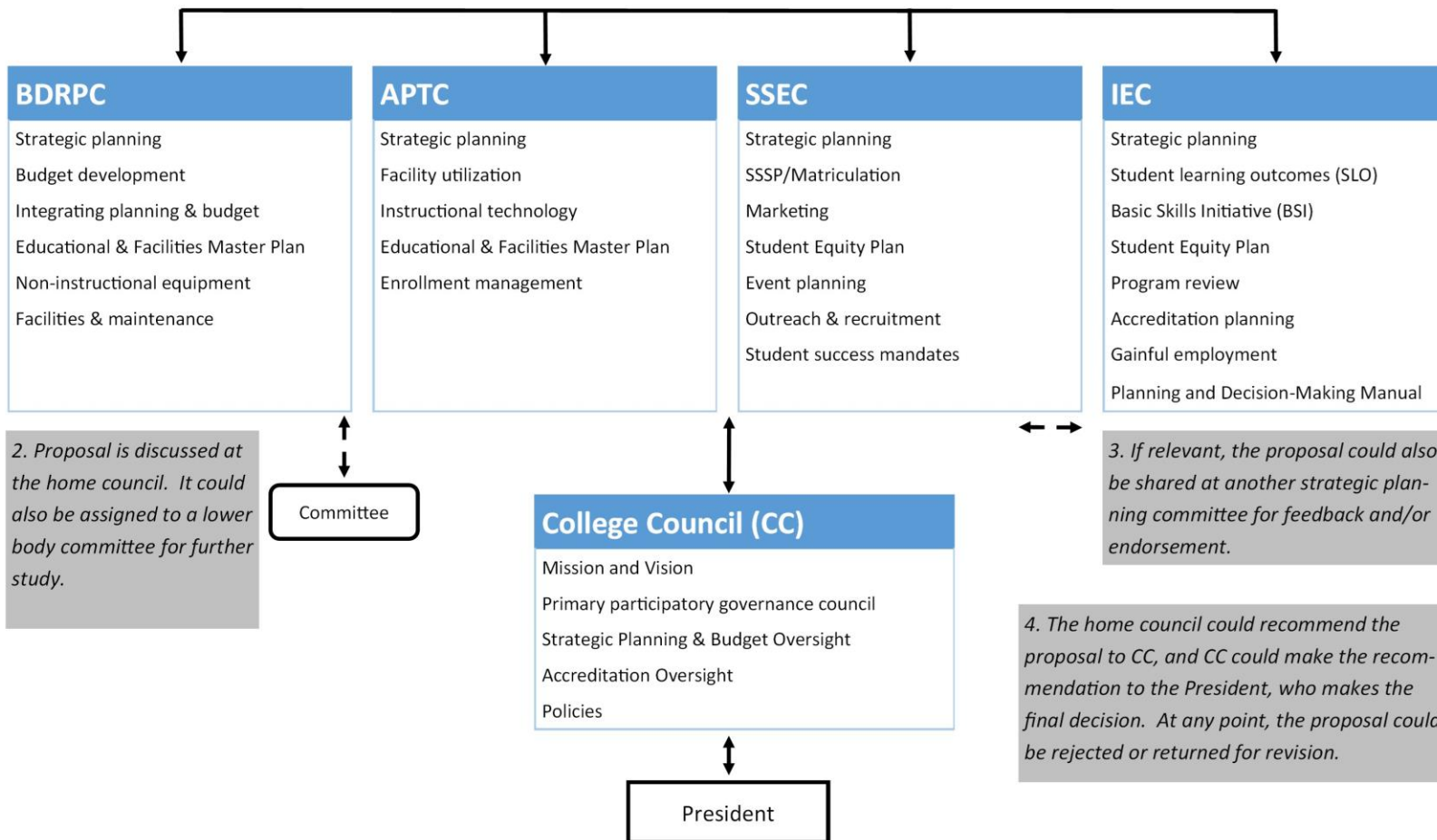
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or



Academic Senate

- | | |
|------------------------------------|---------------------------------------|
| 1. Curriculum | 6. Faculty roles in governance |
| 2. Degree/certificate requirements | 7. Faculty roles in accreditation |
| 3. Grading policies | 8. Faculty professional development |
| 4. Educational program development | 9. Processes for program review |
| 5. Student preparation and success | 10. Processes for planning and budget |
| | +1 Academic/professional matters |



College Council

College Council makes recommendations to the IVC president pertaining to strategic planning, budget development and allocation of college resources including those requested through strategic planning processes, such as staffing, academic planning, facilities, technology, enrollment management, marketing, outreach, institutional effectiveness, student success, access and matriculation. College Council reviews all college budgets for consistency within the college strategic plan. The president makes final disposition on the recommendations.

Should the president reject or alter a recommendation, it is expected that an explanation to the recommending council will be made promptly. Best practice is that the matter would be returned, but it is understood that sometimes time requirements preclude further discussion. A change to a recommendation should be extremely rare since members of the president's advisory groups participate in the development of these recommendations at the four strategic planning councils.

College Council works in concord with two on-going work groups, both chaired or co-chaired by the Director of Research, Planning and Accreditation: the Strategic Plan Oversight Work Group (SPOWG) and the Accreditation Oversight Work Group (AOWG). Their membership will be determined from time to time. These work groups are responsible for integration and reconciliation of the planning recommendations forwarded from the strategic planning committees.

The four strategic planning councils (APTC, BDRPC, IEC, and SSEC) report directly to the College Council. The charge sheet for the College Council can be found in Appendix A.

Strategic Planning Councils

Strategic planning councils (APTC, BDRPC, IEC, and SSEC) meet regularly throughout the academic year, have specific charges, agreed-upon memberships, and reporting responsibilities from individual committees. All meetings are open and interested parties are encouraged to attend and participate. Council agendas, minutes, and meeting dates/times are posted on the appropriate council web page. The charge sheets for the councils can be found in Appendix A. Committees that report to the strategic planning councils can be found in Appendix B.

Please note, for all council and committee charges described in this manual, "or designee" is assumed for any *ex officio* position, and "or alternate" for any appointed individual, but will not be repeated in each instance. Times of meeting are anticipated approximate frequency and duration of meetings, intended to be used for planning purposes, but each committee may adjust its meeting schedule as necessary to fulfill its charge. In addition, the "reporting/recommending responsibilities" listed in each charge "chart" will be the body to which the committee usually

reports, or reports primarily. Nested or sequential reporting relationships will not be repeated in these descriptions, to minimize confusion. Furthermore, it may occur on occasion that a committee is assigned a specific responsibility not listed herein that includes some other reporting relationship for that assignment only.

Irvine Valley College Policies and Procedures

In accordance with Title 5 regulations, the college has adopted policies and procedures to assist in further defining the roles and scope of authority of all college constituent groups and college administrative councils.

The college has adopted the following policies and procedures:

- [The Irvine Valley College Mission Statement & College Goals Revision Process](#)
- The Irvine Valley College Strategic Planning Process (this document)
- [The Irvine Valley College Budget Development Process](#)
- [The Irvine Valley College Program Review Process](#)
- [The Irvine Valley College Student Services Program Review Process](#)
- The Irvine Valley College Process for Discipline/Course Realignment
- [The Irvine Valley College Policy and Process for Program Discontinuance](#)
- [The Irvine Valley College New Program Approval Policy](#)
- [The Irvine Valley College New Program Development Procedures](#)
- The Irvine Valley College Faculty Hiring Priority List Development Process (Full-Time Faculty)
- [The Classified Hiring Priority List Development Process for New Positions](#)
- [Distance Education Policy](#)
- [Curriculum Approval Procedures](#)

V. OTHER NON-PARTICIPATORY GOVERNANCE GROUPS

Outside of the participatory governance groups described in Section IV, the college also has administrative councils that meet for advisory or administrative purposes. They include:

- President's Executive Council (PEC)
- President's Cabinet (PC)
- Vice President for Instruction's Council (also known as Dean's Council)
- Instructional Council (IC)
- Student Services Council (SSC)
- Administrative Services Council (ASC)

The President's Executive Council consists of the college President, the Vice President for Instruction, the Vice President for Student Services, the Vice President for College Administrative Services, the Executive Director of Marketing and Creative Services, and the Manager of the office of the President. The president usually confers with PEC before making a final decision on recommendations forwarded through the participatory governance process.

The President's Cabinet consists of the college President, the Vice President for Instruction, the Vice President for Student Services, the Vice President for College Administrative Services, and the Presidents of the Academic Senate, Classified Senate, and ASIVC. This Cabinet assists the president with constructing the agenda for the College Council.

Together, PEC and the President's Cabinet provide sounding boards for innovative ideas, and also promote better communication among all the college leadership. In these smaller groups, information can be shared in all directions, coordination among groups is supported and encouraged, and issues and concerns not yet ready for general broadcast can be discussed.

The charge sheets of these administrative councils are listed in Appendix C.

VI. DISTRICT ADMINISTRATIVE STRUCTURE

The SOCCCD has a planning and decision-making [manual](#) that describes the planning and decision-making process at the district level, and how the voices of all constituency are heard in this process.

The District administrative structure consists of the Chancellor, the Chancellor's Executive Council, and the Chancellor's Cabinet.

The following councils are part of the shared governance structure at the district with representatives from both colleges:

- District-Wide Planning Council (DWPC)
- Learning Services Coordinating Council, District Technology Council (DTC)
- Board Policy/Administrative Regulation Advisory Council (BPARC)
- District Resource Allocation Council (DRAC)

Several other committees and councils determined, described, and overseen by the District-Wide Planning Council are described in more detail in the district-wide manual. The relationship between the District Administrative Councils and the Board of Trustees is demonstrated in the District Level Decision Making/Organization Chart. DWPC, Planning Manual, Function Map can be found at <https://intranet.socccd.edu/chancellor/dp/dwpc/default.aspx>.

The Role of the Academic Senate, the Classified Senate, ASIVC and the District

According to the District-Level Decision Making/Organization Chart, the Academic Senate(s), the Classified Senate(s), and the Associated Student Government(s), advise the Chancellor and the Chancellor's Executive Committee. For the most part, these governance constituencies are represented on district-wide committees, councils, and task forces. In addition, the Academic Senate(s) makes recommendations to the Board of Trustees regarding academic and professional matters as specified in Title 5, §53200 and, must jointly develop with the board of trustees (or designees) and mutually agree upon:

- Full-time faculty hiring policies, criteria, and procedures (Education Code § 87360), and
- Policies and procedures by which the board of trustees determine whether an administrator whose administrative assignment has expired or has been terminated possesses the minimum qualifications for assignment as a first year probationary faculty member (Education Code §87458); and
- Policies and procedures as well as the criteria and standards by which the board of trustees determine whether a potential faculty member possesses qualifications at least equivalent to the minimum qualifications specified in the regulations of the board of governors (Education Code §87359).

The Role of the Exclusive Bargaining Representatives and the District

The exclusive bargaining representative for the faculty (the SOCCCD Faculty Association), the California School Employees Association (CSEA), and the Police Officers Association (POA) negotiate salaries, benefits, and working conditions for their members with the Board of Trustees through the district negotiating team. In addition, the exclusive bargaining representatives for the respective employee units work with the District and college administration to implement the negotiated collective bargaining contracts.

The Relationship Between District Decision-Making and College Decision-Making

The college administration and college constituent groups participate in District decision-making through a representative model. College administrators are included on all district level councils. Representatives of the Academic Senate(s), classified staff, students, and representatives of the exclusive bargaining representatives are included on appropriate district councils, committees, and task forces. The district councils, committees, and task forces, and their charges, membership, and reporting responsibilities are listed on the district services SharePoint site at: <https://intranet.socccd.edu/chancellor/dwc/default.aspx>.

Appendix A

Strategic Planning Council Charge Sheets

College Council Charge Sheet

COLLEGE COUNCIL													
Meeting Schedule: 2 nd and 4 th Wednesday, 2:00 – 3:50p.m													
The College Council serves as the primary participatory governance council to facilitate communication and understanding among all administrators, managers, faculty, staff, and students. SPAC reviews and recommends approval of all policies and procedures affecting the operations of the college, provides oversight and integration of the strategic plan and resource allocations, and oversees all accreditation activities.													
Charge	<p>Serves as the primary participatory governance council to review, oversee, recommend, evaluate, and communicate:</p> <ul style="list-style-type: none"> College Vision and Mission Statements Strategic planning goals, objectives & strategies Strategic plan, and the correspondence of strategic planning to budget development and decision making processes College strategic planning process College accreditation process College policy and procedure recommendations Information and communication with college leadership 												
Chairs	College President, Academic Senate President												
Members	<p>Academic Senate Cabinet* Classified Senate (President)* ASIVC (President, Vice-President)* College President (non-voting)* Vice-Presidents* IEC chairs APTC chairs BDRPC chairs SSEC chairs Deans (1 academic, 1 student services) Up to 3 additional faculty (for total of 7), one of the 7 will be a faculty association representative (appointed by the Faculty Association). Up to 1 additional classified (for total of 2) 2 CSEA *or designees</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Employee Group</th> <th style="text-align: right;">Max Membership</th> </tr> </thead> <tbody> <tr> <td>Administrators/Managers</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Classified</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Faculty</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Students</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Total (unduplicated)</td> <td style="text-align: right;">20</td> </tr> </tbody> </table>		Employee Group	Max Membership	Administrators/Managers	7	Classified	4	Faculty	7	Students	2	Total (unduplicated)	20
Employee Group	Max Membership												
Administrators/Managers	7												
Classified	4												
Faculty	7												
Students	2												
Total (unduplicated)	20												

<p>Primary Reporting/Recommending Responsibilities</p> <p>Committees and Workgroups reporting to College Council</p> <p>InsideIVC site</p>	<p>College President</p> <p>Academic Planning and Technology Council (APTC)</p> <p>Budget Development and Resource Planning Council (BDRPC)</p> <p>Institutional Effectiveness Council (IEC)</p> <p>Student Success and Equity Council (SSEC)</p> <p>Strategic Planning Oversight Workgroup (SPOWG)</p> <p>Accreditation Oversight Workgroup (AOWG)</p> <p>link.ivc.edu/collegecouncil</p>
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Adopted: College Council 10-13-21

Academic Planning and Technology Council (APTC) Charge Sheet

ACADEMIC PLANNING AND TECHNOLOGY COUNCIL (APTC) Meeting Schedule: Alternate weeks, 2 hour meeting	
Charge	Review, oversee, recommend, evaluate, and communicate: <ul style="list-style-type: none"> Strategic planning objectives & strategies Academic program concepts Facility utilization recommendations as pertain to academic needs Technology support recommendations as related to academic needs Educational & Facilities Enrollment Management (Instruction) Master Plan
Chairs	Vice President for Instruction Academic Senate President
Members	Vice President for Student Services Academic Senate Vice-President Deans (all) Curriculum Chair Academic Affairs Chair Academic Senate Representative (1) Director of Technology Services CSEA Representative (1) Classified Senate Representative (1) ASIVC Representative (1)
Primary Reporting/Recommending Responsibilities	College Council
Committees reporting to APTC	Career Technical Education Committee Dual Enrollment Advisory Committee Honors Advisory Committee Online Education Committee Technology Advisory Committee
InsideIVC site	link.ivc.edu/aptc

Adopted: College Council 10-13-21

Budget Development and Resources Planning Council (BDRPC) Charge Sheet

BUDGET DEVELOPMENT AND RESOURCES PLANNING COUNCIL (BDRPC) The Budget Development and Resource Planning Committee develops processes for budget development and resource allocation integrated with the strategic plan. Meeting Schedule: Alternate weeks, 1 hour and 50 minutes meeting	
Charge:	Review, oversee, recommend, evaluate, and communicate: <ul style="list-style-type: none"> • Comprehensive Budget Development Processes • Integration of resource allocation with planning • Long-term revenue and expenditure projections • Actual revenue, expenditure and ending balances • District Resources Allocation Council (DRAC) proposals • Scheduled maintenance and capital outlay plans • Non-instructional equipment and technology resource planning and recommendations • Facility utilization recommendations • Institutional disaster management and business continuity plans • Facilities Master Plan • Technology Master Plan • Sustainability and Energy Plan
Chairs:	Vice President for College Administrative Services Academic Senate Vice President
Members:	Vice President for Instruction Vice President for Student Services Academic Senate President School Dean (1) Student Services Dean (1) Dean of Instruction, Economic and Workforce Development Academic Senate Representative (1) Director of Facilities Director of Research, Planning, and Accreditation Director of Technology Services Executive Director of College Foundation CSEA Representative (1) Classified Senate Representative (1) ASIVC Representative (1)
Primary Reporting/Recommending Responsibilities:	College Council
Committees reporting to BDRPC	Campus Safety Committee Environmental Leadership Committee Facilities Use Committee
InsideIVC site	link.ivc.edu/bdrpc

Adopted: College Council 10-13-21

Institutional Effectiveness Council (IEC) Charge Sheet

INSTITUTIONAL EFFECTIVENESS COUNCIL (IEC) Meeting Schedule: Alternate weeks, 1st, 3rd (5th if needed) Tuesday, 2 - 3:50 pm, 2 hour meeting	
Charge	Review, oversee, recommend, evaluate, and communicate: <ul style="list-style-type: none"> Strategic planning objectives & strategies Student Success Metrics (AB 1417, Accountability Reporting for the Community Colleges [ARCC]) Research advisory for college institutional effectiveness Annual update to “Irvine Valley College Planning and Decision-Making Manual” with three-year comprehensive review and update Review instructional and student services program review submissions Annual review of instructional SLOs, student services SSOs, and AUO results and reports Program Review process oversight Professional Development oversight (Professional Development Advisory Committee responsibilities) Accreditation planning agendas Institutional Set Standards oversight
Chairs	Academic Senate President *
Members	Director of Research, Planning and Accreditation Vice President for Instruction* Vice President for Student Services* Instructional Deans (2) Academic Senate Representatives (4) Curriculum Chair Academic Program Review Coordinator(s) Student Services Program Review Coordinator(s) Student Learning Outcomes (SLO) Coordinator(s) Student Services Outcomes (SSO) Coordinator(s) Classified Manager (1) Research Analyst (1) CSEA Representative (1) Classified Senate Representative (1) ASIVC Representative (1) *or designee
Primary Reporting/Recommending Responsibilities	College Council
Committees reporting to IEC	Student Learning Outcomes Committee (SLOC) (information not oversight) Institutional Review Board (IRB) (information not oversight)
InsideIVC site	link.ivc.edu/iec

Adopted: College Council 10-13-21

Student Success and Equity Council (SSEC) Charge Sheet

STUDENT SUCCESS AND EQUITY COUNCIL (SSEC)	
Meeting Schedule: 2nd Tuesday of the month 2:30pm-4:20pm	
Charge	SSE oversees, administers, and assesses student services and support from outreach and onboarding, through enrollment at the college, to completion and beyond. The committee reviews board policies and administrative procedures, monitors adherence to accreditation standards, and coordinates responses to state initiatives, as related to student services. The committee also bridges student services and instruction to help create a cohesive campus community aimed at securing student success. The committee is responsible for viewing each element of its charge through the lens of equity to remove barriers for student access and success at Irvine Valley College.
Chairs	Vice President for Student Services Executive Director for Marketing and Creative Services Academic Senate President*
Members	Vice President for Instruction* Vice President for Administrative Services* Director of Student Life and Equity Manager of Student Equity SEA Coordinator* Director of School Relations and Enrollment Strategies* Manager of Outreach Services and Promise Program CSEA (1) Classified Senate (1) ASIVC Representatives (2) Director of Research Planning and Accreditation* Academic Senate Representatives (5 total, at least 2 from Counseling Services) Guided Pathways Dean or Coordinator* Dean of Counseling Services Director of Financial Aid* * or designee
Primary Reporting/Recommending Responsibilities	College Council
Committees Reporting to SSEC	Bookstore Committee Cafeteria Committee Commencement Committee Scholarship Committee Student Equity and Achievement Committee Teach of the Year Committee
InsideIVC site	link.ivc.edu/ssec

Adopted: College Council 10-13-21

Appendix B

Committee Charge Sheets

Bookstore Committee

BOOKSTORE COMMITTEE Meeting Schedule: Once per month, and as needed for contract negotiations	
Charge:	<ul style="list-style-type: none"> Review and address suggestions, concerns, and complaints related to bookstore services Review and assess faculty, staff, and student needs to improve services, in partnership with bookstore management and staff Bookstore contract negotiations
Chair:	Director of Student Life
Members:	Vice President for Student Services Academic Senate (2) Classified Manager (1) CSEA Representative (1) Classified Senate Representative (1) ASIVC Representative (2)
Primary Reporting/ Recommending Responsibilities:	SSEC

Adopted: College Council 10-13-21

Cafeteria Committee

CAFETERIA COMMITTEE Meeting Schedule: Once per month, and as needed for contract negotiations)	
Charge:	<ul style="list-style-type: none"> Review and address suggestions, concerns, and complaints related to cafeteria services Review and assess faculty, staff, and student needs to improve services, in partnership with cafeteria management and staff Cafeteria contract negotiations
Chair:	Director of Student Life
Members:	Vice President for Student Services Academic Senate (2) Classified Manager (1) CSEA Representative (1) Classified Senate Representative (1) ASIVC Representative (2)
Primary Reporting/ Recommending Responsibilities:	SSEC

Adopted: College Council 10-13-21

Campus Safety Committee

CAMPUS SAFETY COMMITTEE Meeting Schedule: Quarterly and as needed The Irvine Valley College Campus Safety Committee (CSC) is responsible for providing an environmental health and safety program to support a safe and secure learning and work environment for students, faculty and staff. This task force ensures compliance with CSEA contractual requirement, Article 16, Section, 16.1	
Charge:	Review, oversee, recommend, evaluate, and communicate : <ul style="list-style-type: none"> • Campus safety plans annually, including chemical and biological materials • District Hazard Communication Plan and provide input annually • Audit safety related Incident Reports for patterns; propose and follow up on corrective measures • Institutional Disaster Management Plan & Campus Safety • Perform campus-wide safety inspections <ul style="list-style-type: none"> • Slip, trip and fall hazards • Fire/electrical hazards • Bio-safety • Chemical Hygiene • Ergonomics • Hazardous waste • Personal Protection (PPE) • Respiratory protection • Universal waste • Organize public information lectures • Plan public safety educational events
Chair:	Chief of Police
Members:	Academic Senate Representative (>1, as needed) Representation from the following areas is particularly important: <ol style="list-style-type: none"> A. Chemistry <ol style="list-style-type: none"> B. Performing Arts Center C. Physical Education D. Biology E. DSP&S Classified Manager (1) CSEA Representative (1) Director IVC Health and Wellness Center (1) IVC Facilities Representative (1)
Primary Reporting/ Recommending Responsibilities:	BDRPC

Adopted: College Council 10-13-21

Career Technical Education Committee (CTEC)

CAREER TECHNICAL EDUCATION COMMITTEE Meeting Schedule: Alternate weeks, 2 hour meeting The Irvine Valley College Career Technical Education Committee (CTEC) functions within the IVC governance model, reporting to the APTC, and is charged with providing support to IVC’s Career Technical Education and Workforce Development initiatives.	
Charge:	Review, oversee, recommend, evaluate, and communicate: <ul style="list-style-type: none"> • Assist faculty with research, labor market information, curriculum development and grant seeking activities • Establish systems and processes for allocating grant funds • Provide fiscal oversight for grant expenditures and activities • Ensure consistency, and regulatory compliance of all state and federal grants • Provide opportunities to participate and attend professional development and training for interested CTE faculty, administrators and staff • Coordinate with college programs, departments, business, industry, K-16 and community partners in planning and new program development • Support cooperative work experience per Title 5 regulations • Provide advisory support to faculty in all CTE discipline areas • Assist faculty in developing new CTE programs as well as revising existing programs
Chairs:	Dean of Instruction, Economic and Workforce Development, CTE Director, 2 Academic Senate representatives (ordinarily at least one full-time CTE faculty member)
Members:	Vice President for Instruction All Academic Deans CTE Faculty (All Interested Faculty) CTE Career Counselor Career Center Staff Member(S) CTE & EWD Grant Projects Staff CTE Student Member(S) Research, Planning, and Accreditation Staff
Primary Reporting/Recommending Responsibilities:	APTC

Adopted: College Council 10-13-21

Commencement Committee

COMMENCEMENT (SPEAKER SELECTION) COMMITTEE	
Meeting Schedule: as needed; usually Spring Semester	
Charge:	<ul style="list-style-type: none"> • Solicit commencement speaker applications • If possible, recommend at least 3 candidates for commencement speaker to the college president • The recommendation in spring of one academic year is for the speaker for the following academic year, with the possibility of recommending speakers for the following two years for better planning
Chair:	Director of Student Life
Members:	Vice President for Student Services Vice President for Instruction Academic Senate Representatives (4) CSEA Representative (1) Classified Senate Representatives (3) ASIVC Representatives (4) Deans/Managers (2) SSEC
Primary Reporting/Recommending Responsibilities:	

Adopted: College Council 10-13-21

Dual Enrollment Advisory Committee

DUAL ENROLLMENT ADVISORY COMMITTEE	
Meeting Schedule: Twice each semester	
The Dual Enrollment Advisory Committee is an advisory group for the Office of Instruction regarding planning, coordination, and operational functions of the Early College Program, College and Career Pathways (CCAP) partnerships, and other dual enrollment course offerings that involve cooperation between the college and high schools.	
Charge:	Review, oversee, recommend, evaluate, and communicate: <ul style="list-style-type: none"> • Best practices in developing and implementing dual enrollment pathways and courses • Dual enrollment partnerships and pathways • The legal framework and regulations surrounding dual enrollment pathways and courses (e.g. AB 288) • Recommendations regarding specific courses offered for dual enrollment • Recommendations regarding the development and implementation of the schedule of dual enrollment class offerings • Recommendations about student admissions to dual enrollment pathways and courses • The quality and performance measures predictive of student success in dual enrollment pathways and courses
Chairs:	Assigned Dean,- Academic Senate Representative
Members:	Vice President for Instruction OOI Scheduling and Enrollment Planning Analyst Dean of Enrollment Services Deans of Schools with dual enrollment offerings Dean of Counseling Services College Research Office (1) Academic Senate- Representative (2: preferably one full-time and one part-time faculty member involved with dual enrollment) IVC Counselor (1 or more involved with dual enrollment) Any faculty member involved with, or planning to be involved with dual enrollment
Primary Reporting/Recommending Responsibilities:	APTC

Adopted: College Council 10-13-21

Environmental Leadership Committee

ENVIRONMENTAL LEADERSHIP COMMITTEE Meeting Schedule: Monthly or as needed	
The charge of this committee is to facilitate the implementation of practices that enhance the overall campus environment at Irvine Valley College. These enhancements are in the areas of sustainability, ecological functionality, and social, cultural, and aesthetic values. The task force will primarily serve as a means by which members of the campus community can realize their goals of contributing to the enhancement of the college's overall natural and human environments. The task force will provide specific guidance for all proponents seeking to develop their ideas related to the campus environment and serve as the portal to move those ideas through the college's strategic planning processes.	
Charge:	<ul style="list-style-type: none"> Install, protect, and enhance campus outdoor spaces that possess intrinsic natural resource value Enhance the cultural, social and aesthetic values of the campus and to increase the psychological benefits of the campus environment to staff and the community Enhance the educational value of those campus spaces outside the formal classroom Use of environmentally preferable materials, reduce the use of toxic substances, responsible handling of wastes, and reduce the production of waste products Implement technologies and best practices to reduce grid energy consumption Conserve natural resources through sustainable use of alternative materials in existing and future facilities Control and repurpose water runoff Reduce the production of greenhouse gases Explore and employ innovative sustainable technologies and practices in College operations, including transportation, environmental control, maintenance, and recycling/repurposing Facilitate the incorporation of the campus's environment-enhancing practices and campus resources into course curriculum Increase awareness of students, staff and the community regarding these practices and the overarching concepts of sustainability, ecological functionality and social/aesthetic values
Steering Committee: (recommended configuration)	Academic Senate (1) (co-chair) Administrator (1) (co-chair) CSEA Representative (1) ASIVC Representative (1) Maintenance & facilities (1) Local community representative (1)
Members: (recommended open membership)	Academic Senate Administrators and Managers Classified Staff Students Members of the Community-at-Large
Primary Reporting/Recommending Responsibilities:	BDRPC

Adopted: College Council 10-13-21

Facilities Use Committee

FACILITIES USE COMMITTEE Meeting Schedule: Bi-Monthly	
Charge:	<ul style="list-style-type: none"> Coordinate the administration of BP 1311 and A 1311 Oversee all campus events Review and address submitted applications for campus events Meet with vendors and employees to solidify the scope, review requests and determine costs for all campus events Increase efficiencies of campus resources
Chair:	Elected from Membership
Members:	Director, Marketing, Communications and Broadcast Services Manager, Office of the President Night Facilities Operations Supervisor Operations Specialist PAC, Director of Arts Production Management Parking Coordinator Sr. MultiMedia Technician
Primary Reporting/Recommending Responsibilities:	BDRPC

Adopted: College Council 10-13-21

Honors Advisory Committee

HONORS ADVISORY COMMITTEE Meeting Schedule: Alternate weeks, 2 hour meeting The Honors Advisory Committee is the organizational group for policy development and other decisions that directly affect the operation of the IVC Honors Program. The task force provides support, advice and assistance to the Honors Program Director.	
Charge:	<ul style="list-style-type: none"> • Solicit proposals for honors courses • Select the honors courses to be offered • Provide outreach, recruitment, program admission, scholarship selection, advising, program enrichment, and community service projects • Develop, maintain, and regularly update the student survey instrument used for assessing and improving the Honors Program • Facilitate the distribution of the student survey instrument to the faculty teaching honors in representative schools • Facilitate the mentoring of Honors Program students participating in student research conferences such as the annual Honors Transfer Council of California conference at UC Irvine • Facilitate the development and maintenance of transfer agreements with the various universities and colleges such as the UCLA TAP agreement, the UCI priority admissions agreement, the CSUF Honors School of Business agreement, and others
Chair:	Honors Director
Members:	Vice President for Instruction/Assigned Dean Academic Senate: 1 Representative per Academic School (10) (Recommended by the Academic School) Honors Counselor (School of Guidance & Counseling) Honors Administrative Assistant (1) Honors Program Members ASIVC Representative (1)
Primary Reporting/Recommending Responsibilities:	APTC

Adopted: College Council 10-13-21

Online Education Committee (OEC)

ONLINE EDUCATION COMMITTEE Meeting Schedule: Alternate weeks, 2 hour meeting	
<p>The Online Education Committee (OEC) provides advice to the Dean, Online Education, and the Director of Technology Services related to student success in online education, which include online, hybrid, and technology-enhanced courses. The committee reviews and recommends for approval all policies and procedures affecting online education.</p>	
Charge:	Develop, review, oversee, recommend, evaluate, and communicate: <ul style="list-style-type: none"> • Online Education Faculty Handbook/Website • Online Education Strategic Plan • Accreditation documentation related to online education • Online education professional development opportunities • Online education faculty and student resources (in conjunction with Technology Services) • 508 Compliance and accessibility
Chairs:	Two (2) faculty Online Education Co-chairs Director of Technology Services Dean, Online Education
Members:	Faculty Co-chair, Technology Advisory Taskforce Academic Senate: 1 (or more) Representative per Academic School (11) (Recommended by the Academic Senate) Instructional Technologist Alt Media Specialist Classified Senate Rep (1) ASIVC Representative (1)
Primary Reporting/Recommending Responsibilities:	APTC Director of Technology Services Dean, Online Education

Adopted: College Council 10-13-21

Scholarship Committee

SCHOLARSHIP COMMITTEE Meeting Schedule: alternate weeks [Fall 1-2 meetings per month] The Scholarship Committee provides primary support in promoting the IVC Foundation Scholarship Program and coordinating the annual donor scholarship ceremony in the Spring semester.	
Charge:	<ul style="list-style-type: none"> Maintain IVC Scholarship policies and procedures Review and revise scholarship application process Assess and maintain scholarship software Assign implementation to operational units Review student scholarship applications employing a work groups of readers as specified in the handbook Recommend student scholarship recipients Review and revise scholarship ceremony
Chairs:	Assistant Dean of Financial Aid and Student Support Services Director of Student Life Executive Director of Foundation
Members:	Vice President for Student Services Academic Senate (2) CSEA Representative (1) Classified- Senate Representative (1) ASIVC Representatives (2)
Primary Reporting/Recommending Responsibilities:	SSEC

Adopted: College Council 10-13-21

Student Equity and Achievement Committee (SEAC)

[pending final revisions and approval]

STUDENT EQUITY AND ACHIEVEMENT (SEA) PROGRAM COMMITTEE Meeting Schedule: 4 th Monday of the Month, 1:30-3:30	
Charge	Oversee the college's Student Equity and Achievement (SEA) Program by doing the following (as described in the title 5 SEA guidelines): <ul style="list-style-type: none"> • Assist with the writing of the student equity plan • Monitor and support the implementation of the student equity plan • Implement Guided Pathways • Ensure students complete their educational goals and a defined course of study in a timely manner • Provide quality instruction and support for students who enter deficient in English and math to ensure students complete a course of study in a timely manner • Provide matriculation services including orientation and counseling • Implement AB 705 placement policies • Provide students with an educational plan • Provide support for food pantries or regular food distribution
Chairs	Vice President for Student Services* SEA Faculty Coordinator
Members	Manager of Student Equity Director of Recruitment and School Relations Manager of Outreach Services Dean of Enrollment Services Director of Student Life and Equity Manager of College Fiscal Services Instructional Dean (1) Academic Senate Representatives (9) <ul style="list-style-type: none"> • Counseling (2) • English (2) • ESL (2) • Math (2) • Vice President of Equity* (1) Guided Pathways Coordinator Classified Senate Representative (2) SEA Program Researcher (2) Non-Credit representative (1) ASIVC Representative (2) <i>*or designee</i>
Primary Reporting/Recommending Responsibilities	Student Success and Equity Council (SSEC)
InsideIVC site	https://inside.ivc.edu/committees/SSAMMO/SEAP/SitePages/Home.aspx

Student Learning Outcomes Committee (SLOC)

STUDENT LEARNING OUTCOMES COMMITTEE Meeting Schedule: Alternate weeks, 1.5 hour meeting	
Charge:	The Student Learning Outcomes Committee is responsible for resource development, monitoring progress, establishing timelines, and reporting of Student Learning Outcome activity on campus <ul style="list-style-type: none"> • Communicate and coordinate with software management personnel, faculty, staff, administrative bodies, and student organizations • Develop for senate approval an annual SLO activity timeline. • Prepare reports and present results to governing bodies • Assist faculty, administration, and institutional staff in developing, implementing, and completing assessments during the assessment cycle • Assist faculty, student services, and institutional staff throughout the SLO assessment cycle to develop and improve SLOs • Facilitate college attainment of SLO Sustainable Continuous Quality Improvement to meet or exceed ACCJC standards • Monitor adherence to SLO policy and prepare reports as requested. • Provide a venue for college-wide dialogue about SLO assessments
Chairs:	One Instructional faculty member, One Student Services faculty member (one of whom is the SLO Coordinator)
Members:	Academic Senate Officer Dean (1) Academic Senate: 1 representative per Academic School (10) (Recommended by the Academic School) Curriculum Committee Representative Representatives from Student Services CSEA representative (1) ASIVC Representative (1) Ex-Officio: Director of Research, Planning and Accreditation
Primary Reporting/Recommending Responsibilities:	Academic Senate IEC

Adopted: College Council 10-13-21

Teach of the Year Committee

TEACHER OF THE YEAR COMMITTEE Meeting Schedule: Twice in Spring Semester	
Charge:	<ul style="list-style-type: none"> Review applications for Teacher of the Year (full-time faculty; adjunct faculty; and emeritus faculty) Recommend Teacher of the Year (full-time faculty; adjunct faculty; and emeritus faculty)
Chair:	Director of Student Life
Members:	Vice President for Student Services Dean (1) Academic Senate (2) CSEA Representative (1) Classified Senate Representative (1) ASIVC Representatives (4)
Primary Reporting/Recommending Responsibilities:	SSEC

Adopted: College Council 10-13-21

Technology Advisory Committee

TECHNOLOGY ADVISORY COMMITTEE	
Meeting Schedule: Third Monday of each month, 2 hour meeting	
The Technology Advisory Committee (TAC) advises the BDRPC, and Director of Technology Services about priorities in deployment and assignment of technology to support instruction, student services and administration. The TAC will provide guidance on faculty and staff professional development, Technology Master Plan, and strategic planning for technology.	
Charge:	Review, oversee, recommend, evaluate, and communicate: <ul style="list-style-type: none"> • Priorities concerning District Technology Project Requests • Current IVC technology projects, issues, and solutions. • New technologies and how they can be used at IVC, including designing, training, evaluating vendor products, etc. • Prioritization of the IVC Technology Refresh list • Technology security issues and develop means for enforcement of current security requirements • IVC Technology Master Plan and, or in collaboration with District Technology Committee (DTC), district-wide technology matters including the District-wide Technology Master Plan • Accessibility compliance and related requirements in purchasing/acquisitions • Staff and faculty professional development for technology use
Chairs:	Director of Technology Services, Academic Senate Representative, Dean, Online Education
Members:	Faculty Co-Chair Online Education Task Force co-chair(s) Dean, Online Education Academic Senate: 1(or more) Representative per Academic School (10) (Recommended by the Academic School) Classified Manager (1) Student Services Representative Alt. Media Specialist Application Specialist(s) Media Specialist(s) Web Administrator Network Administrator Instructional Technologist CSEA Representative (1) ASIVC Representative (1)
Primary Reporting/Recommending Responsibilities:	BDRPC Director of Technology Services

Adopted: College Council 10-13-21

Appendix C

Academic Senate: Academic Affairs and Curriculum Committee Charge Sheets

Curriculum Committee Charge Sheet

CURRICULUM COMMITTEE	
<p>The Curriculum Committee oversees the IVC curriculum in all its aspects, including approving the content of new and revised Course Outlines of Record, programs, and the General Education requirements. The Curriculum Committee generally relies on the recommendations of its on-going work groups, in particular the Technical Review Committee (selected representatives) for specific revisions to the course outlines of record as well as other work groups that may be useful from time to time.</p> <p>As a committee of the Academic Senate, all Curriculum Committee recommendations are forwarded to the Academic Senate for approval.</p>	
Charge:	<p>Review, oversee, recommend (approval of), evaluate, and communicate:</p> <ul style="list-style-type: none"> • Course Outlines of Record for all college curriculum • New Curriculum • Associate degree and certificate requirements • Courses to meet CSU Certification/ and IGETC general education requirements for transfer • College general education patterns • Prerequisites, co-requisites, and advisory preparation for courses • Distance learning modes of instruction applications • New career technical education programs and new academic programs • Policies relating to curriculum, program, and distance learning approval processes • Other charges as determined by the Academic Senate
Chairs:	Faculty (appointed by the Representative Council of the Academic Senate)
Members:	<p>Academic Senate: 1 representative per academic school (10) (recommended by the academic school)</p> <p>Vice President for Instruction</p> <p>Ex-Officio (voting) member: faculty articulation officer</p> <p>Ex-Officio (non-voting) members:</p> <p>Curriculum Specialist</p> <p>Dean, Enrollment Services</p>
Primary Reporting/Recommending Responsibilities:	<p>Academic Senate</p> <p>Board of Trustees (Board Policy 6100)</p>

Academic Affairs Committee Charge Sheet

ACADEMIC AFFAIRS COMMITTEE

As a subcommittee of the Academic Senate, all Academic Affairs Committee recommendations are forwarded to the Academic Senate for approval.

Charge:	Review, oversee, recommend (approval of), evaluate, and communicate: <ul style="list-style-type: none"> • Program realignment proposals • Program discontinuance proposals • Faculty professional development credit hours and funding requests • Coordinate faculty professional development workshops • Develop faculty policies and other documents as charged by the Academic Senate or the academic senate cabinet • Other charges as determined by the Academic Senate
Chairs:	Faculty (appointed by the representative council of the academic senate)
Members:	Academic Senate: 1 representative per academic school (10) (recommended by the academic school)
Primary Reporting/Recommending Responsibilities:	Academic Senate

Appendix D

Non-Participatory Governance Group Charge Sheets

PRESIDENT'S EXECUTIVE COUNCIL (PEC)	
Meeting Schedule: Weekly	
Charge:	<ul style="list-style-type: none"> Final recommendation to president of all college recommendations from the Academic Senate (except those exempted by law), Classified Senate, ASIVC, Strategic Planning Committees, and task forces. Assist president in submission to the chancellor of all college recommendations requiring board approval Assist president in preparation of the final college budget and its submission to the chancellor Implementation of policies and procedures adopted by the board of trustees Implementation of policies and procedures adopted by the college [this is SPAC] Implementation and funding of the college strategic planning goals, objectives, and strategies Compliance oversight of the Education Code, California Code of Regulations, board policies/administrative regulations, personnel laws, college policies/regulations
Chair:	College President
Members:	<p>Vice President for Instruction</p> <p>Vice President for Student Services</p> <p>Vice President for College Administrative Services</p> <p>Executive Dir. of Marketing and Creative Services</p> <p>Manager, Office of the President</p>
Primary Reporting/Recommending Responsibilities:	College President

PRESIDENT'S CABINET (PC)

Meeting Schedule: Alternate weeks, 1 hour meeting

Charge:	<ul style="list-style-type: none">• Assist President in development of College Council agenda• Campus communication• Other duties as assigned
Chair:	College President
Members:	Vice President for Instruction Vice President for Student Services President, Academic Senate President, Classified Senate President, ASIVC
Primary Reporting/Recommending Responsibilities:	College President

INSTRUCTIONAL COUNCIL

Meeting Schedule: Monthly, 2.5 hour meeting

The Instructional Council is an advisory body that makes recommendations to the Vice President for Instruction regarding scheduling, room utilization, weekly student contact hours/full-time equivalent faculty (WSCH/FTEF) targets, and other operational aspects of instruction.

Charge:

Review, oversee, recommend, evaluate, and communicate:

- Schedule of classes
- SLOs, AUOs, PLOs and assessment practices
- Instructional budgets and advise as to budget changes
- Academic school instructional OSH allocations
- WSCH per FTEF targets per academic school and disciplines
- State funded growth monies per adopted process
- Room and facilities utilization, allocations and re-allocations
- Facilitate departmental program review
- Provide training: to use Data Warehouse, CSIS, and other instructional software

Chair:

Vice President for Instruction

Members:

Vice President Student Services
Chair, Curriculum Committee
All Deans
Academic Chairs
Director, Honors
Director, Research, Planning and Accreditation
Executive Assistant: Office of Instruction
Curriculum Specialist
Senior Administrative Assistants with CSIS Responsibilities
Administrative Assistant: Facilities and Maintenance
Registrar: Admissions and Records

Primary Reporting/Recommending Responsibilities:

Vice President for Instruction
APTC, Academic Senate

ADMINISTRATIVE SERVICES COUNCIL

Meeting Schedule: Bi-Monthly

The Administrative Services Council is the principal administrative operational Council that has oversight of all aspects of Administrative Services.

Charge:	Coordination of the following activities within Administrative Services: <ul style="list-style-type: none">• Developing administrative services goals and objectives• Establishing short-term and long-range staffing, financial and other resource needs• Maintaining and enhancing effective communication with the campus on issues related to administrative services• Large campus-wide facilities, technology and safety projects• Communication with district-services and Saddleback College on issues related to administrative services• Staff professional development within the administrative services departments.
Chair:	Vice President for College Administrative Services
Members:	Vice President for College Administrative Services Director of Facilities Director of Technology Services Director of Safety and Security Manager of College Fiscal Services
Primary Reporting/Recommending Responsibilities:	Vice President for College Administrative Services

STUDENT SERVICES COUNCIL

Meeting Schedule: Alternate weeks

The Administrative Services Council is the principal administrative operational Council that has oversight of all aspects of Administrative Services.

Charge:

- Oversight and management of college-wide events including:
- Commencement, Scholarship Ceremony, Senior Day, Supportive Services Recognition Luncheon, Veterans Day, Adopt-A-Family, Transfer Celebration, Teacher of the Year, Job Fairs, ASIVC Activities (i.e. Multicultural, Club Days), Student Trustee Elections, Homecoming
- Oversight of the articulation and implementation of student learning outcomes (SLOs) within student services
- Participate in the development of district-wide and college-wide goals
- Oversight of departmental program review within student services
- Organize and plan for systematic enrollment growth (outreach)
- Organize and sponsor outreach activities on and off campus
- Analyze student success data and identify/implement effective interventions to increase student success
- Review and implement district and college policies and procedures
- Review and provide oversight of student services budgets
- Develop and review student satisfaction surveys

Chair:

Vice President for Administrative Services

Members:

Vice President for Instruction
Dean of Counseling Services
Director of Admissions and Records
Director of Child Development Center
Vice President for College Administrative Services
Director of Health and Wellness
Director of Student Development
Director of Supportive Services
Registrar

Primary Reporting/Recommending Responsibilities:

Vice President for Administrative Services

Appendix E

List of Acronyms

Acronym	Description
ACCJC	Accrediting Commission for Community and Junior Colleges
AOWG	Accreditation Oversight Work Group
APTC	Academic Planning and Technology Council
ARCC	Accountability Reporting for the Community Colleges
ASC	Administrative Services Council
ASIVC	Associated Students of Irvine Valley College
AUO	Administrative Unit Outcome
BDRPC	Budget Development and Resource Planning Council
CSEA	California School Employees Association
CSC	Campus Safety Committee
CSU	California State University
DWPC	District-Wide Planning Council
FTE	Full-time Equivalent
FTEF	Full-time Equivalent Faculty
IEC	Institutional Effectiveness Council
IC	Instructional Council
IGETC	Intersegmental General Education Transfer Curriculum
IVC	Irvine Valley College
OSH	One Semester Hour
PDMM	Planning and Decision-Making Manual
PEC	President's Executive Council
PLO	Program Learning Outcome
POA	Police Officers Association
SEP	Student Equity Plan
SLO	Student Learning Outcome
SLOC	Student Learning Outcomes Committee
SOCCCD	South Orange County Community College District
SPAC	Strategic Planning and Accreditation Council (now College Council)
SPOWG	Strategic Planning Oversight Work Group
SSAMMO	Student Success, Access, Matriculation, Marketing, and Outreach (now Student Success and Equity Council)
SSC	Student Services Council
SSEC	Student Success and Equity Council
SSO	Student Services Outcomes

Acronym	Description
SSSP	Student Success and Support Program
TAC	Technology Advisory Committee
WSCH	Weekly Student Contact Hour