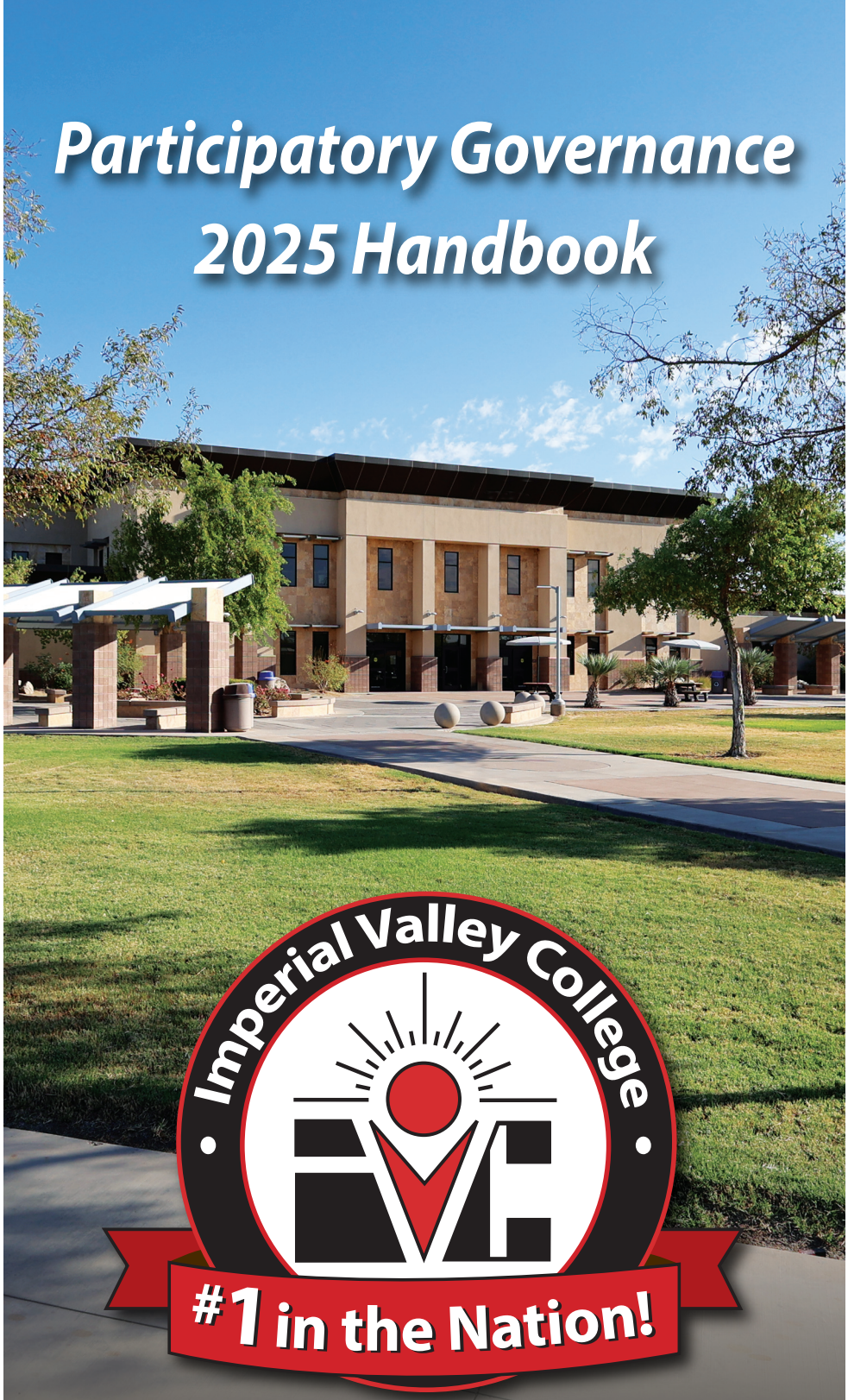
Participatory Governance 2025 Handbook



Office of Institutional Research
Supporting Decision-Making

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SECTION 1 - INSTITUTIONAL MISSION, VISION AND VALUES

A. Mission, Vision and Values Planning

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

B. Mission Statement

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

C. Vision Statement

To provide quality education that enriches lives and builds futures.

D. Values

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

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

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

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

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

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

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

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

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

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

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

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

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

Staff *(Title 5, Section 51023.5.)*
Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of Administrators, Classified, and Classified Confidential College Council will be given every reasonable consideration.

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

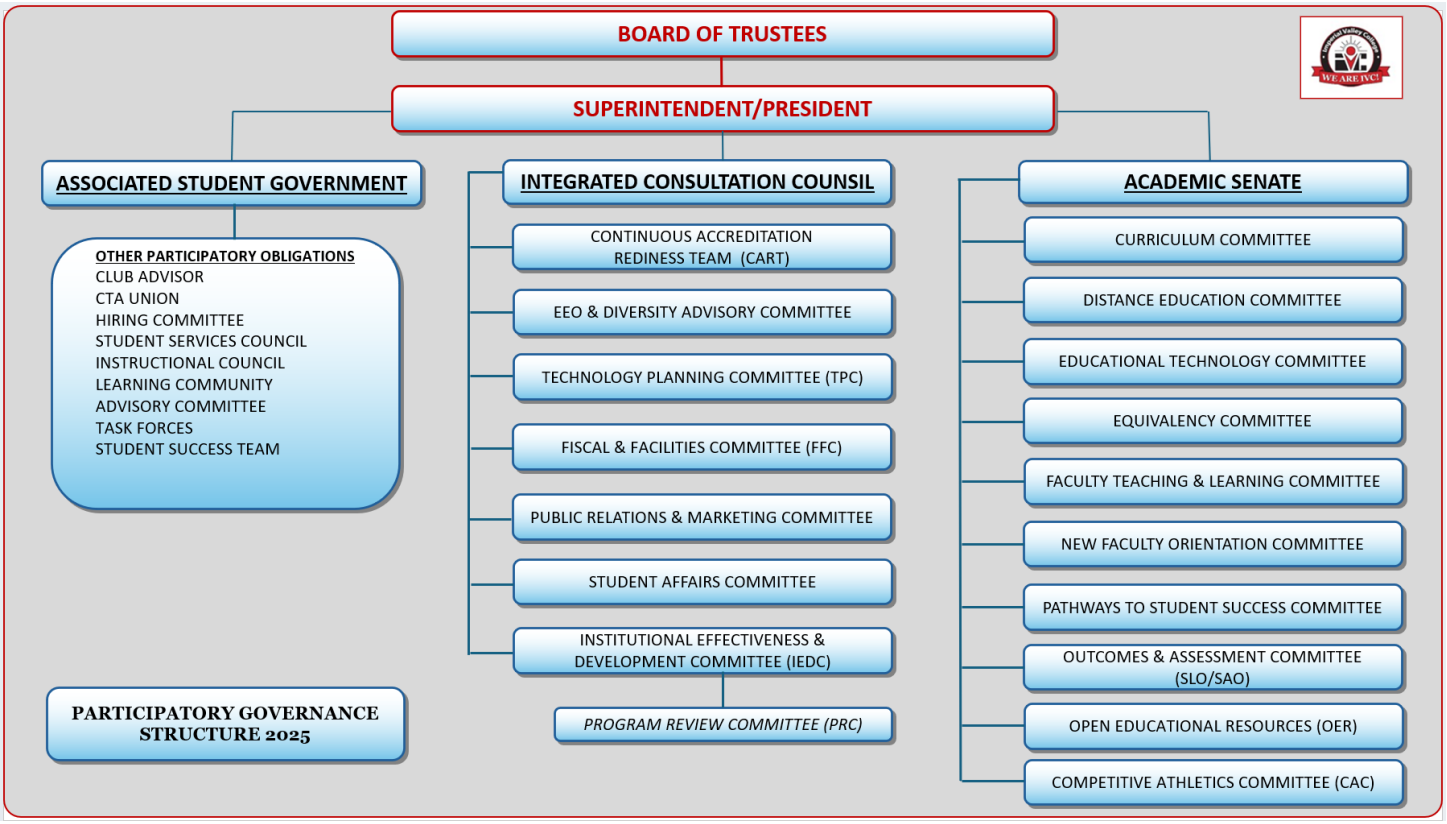
Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

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

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

See: AP 2510

A. Participatory Governance Structure



SECTION 3 - INTEGRATED CONSULTATION COUNCIL (ICC)

A. Definition and Role

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

B. Philosophy and Function

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

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

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

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

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

C. Purpose

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

D. Membership

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

Chair/Trichair Structure

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

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

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

Membership Numbers and Selection

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

Removal/Replacement of Members

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

Expectations

Among the expectations for ICC members are:

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

E. Meetings

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

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

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

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

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

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

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

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

F. Interest-Based Problem Solving and Consensus

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

G. Communications

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

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

H. Committees

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

I. Institutional Effectiveness and Strategic Planning

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

J ICC Bylaws

Available via BoardDocs

SECTION 4 – ICC STANDING COMMITTEES

A. Continuous Accreditation Readiness Team (CART)

Committee Purpose
The CART shall serve in an advisory capacity to the Integrated Consultation Council and the Academic Senate regarding matters of strategic and institutional planning to remain in compliance with eligibility and accrediting standards of the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) and move the College toward continuous program quality improvement.

The CART shall: 1.) initiate, direct, and monitor campus-wide activities, including report writing and completion of ACCJC recommendations and self-identified actionable achievement plans, to maintain on-going compliance with accreditation standards and eligibility requirements; 2.) complete other duties as appropriate to the purpose of maintaining institutional accreditation.

Bylaws
Available via BoardDocs

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

Schedule
Meeting Dates: 3rd Friday of each month at
Time: 10:00-11:00 a.m.
Location: Virtual Meeting via Zoom

Special meetings may be called at the discretion of the Chair.
Advance notice of such meetings shall be given.

Reporting Relationship
Integrated Consultation Council

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

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

- Two (2) ASG representatives

CART shall include the following CART consultant members as needed:

- Superintendent/President
- Vice Presidents for Student Services and Administrative Services
- Instructional and Student Services Deans
- Director of Fiscal Services
- Associate Dean of Institutional Effectiveness
- Distance Education Coordinator
- Student Learning Outcomes Coordinator
- Pathways to Student Success Committee Coordinator
- Assistant Director of Nursing
- CTA representative

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

B. EEO & Diversity Advisory Committee (EEODAC)

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

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

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 3rd Monday of each month
Time: 4:00-5:00 p.m.
Location: HR Conference Room (Bldg. 2500), Virtual Meeting
available via Zoom

Reporting Relationship
Integration Consultation Council

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

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

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

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

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

C. Technology Planning Committee (TPC)

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

The basic functions of the TPC shall be to:

- Periodically review the campus technology policies and procedure planning.
- Receive input and provide recommendations on instructional technologies.
- Receive input and provide feedback on the campus administrative system (i.e., SCT Banner) and the associated systems.
- Receive input and provide feedback on architecture and network services.
- Review of all educational and operational software for possible campus adoption.
- Oversee all district technology and system technology hardware, that has any effect on any of the district technology systems.
- Periodically provide updates on major technology projects.
- Provide support and training to faculty and staff for new and existing technologies, both in and out of classrooms.
- Receive input and provide recommendations on cyber security

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 3rd Monday of each month
Time: 4:00-5:00 p.m.
Location: HR Conference Room (Bldg. 2500), Virtual Meeting
available via Zoom

Reporting Structure
Integrated Consultation Council

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

Voting Members

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

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

D. Fiscal and Facilities Committee (FFC)

Committee Purpose
It is the committee's purpose to coordinate and integrate the college budget and facilities plans and establish budget priorities consistent with the college's vision and mission statements. An annual review of the Tentative and Adopted budgets will be completed for consistency with annual institutional goals and objectives, college plans, and the planning and budget philosophy. The committee will also formulate plans to move the College towards continuous improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds, in addition to new facility development and construction. Recommended plans and action will be presented to the Integrated Consultation Council.

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

Bylaws
Available via BoardDocs

Mandate
The committee was established March 11, 1998, Res. 11338 Bylaws, amended July 15, 2009, Res. 14423.

Schedule
Meeting Dates: 4th Wednesday of each month
Time: 2:30-4:00 p.m.
Location: Board Room (Bldg. 10), Virtual Meeting available via Zoom

Reporting Structure
Integrated Consultation Council

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

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

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

E. Institutional Effectiveness and Development Committee (IEDC)

Purpose
The purpose of the Institutional Effectiveness and Development Committee (IEDC) is a participatory governance committee that reports to the Integrated Consultation Council. The committee is created to provide continuous improvement of strategic planning, assessment, and guiding the annual assessment of our institutional priorities that are consistent with our accreditation standards. Members of the IEDC committee include representation from key institutional stakeholders such as: administrators, department chairs, faculty, staff, and students.

Bylaws
Available via BoardDocs

Mandate
Support evidence-based documentation for ICC and accreditation efforts

Schedule
Meeting Dates: 1st Tuesday of each month
Time: 2:30-4:00 p.m.
Location: Virtual Meeting available via Zoom

Reporting Structure
Integrated Consultation Council

Membership

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

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

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

F. Environmental Health and Safety Committee (EHSC)

Purpose
The Environmental Health and Safety Committee's purpose is to study the health, safety and sustainability of the entire campus and to formulate policy and procedures for its safety, health operations, growth, cleanliness, and environmental stewardship. The Environmental Health & Safety Committee will identify and recommend projects that move Imperial Valley College towards a safe, healthy and sustainable environment. Community Colleges play a leading role in education, policy development, information exchange, and community outreach. The district must also provide a safe learning and working environment for its students, faculty and staff. The Environmental Health and Safety Committee recognizes the importance of these purposes and aims to lead by example.

Bylaws
Available via BoardDocs

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

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

Schedule
Meeting Dates: 4th Tuesday of each month
Time: 2:30-4:00 p.m.
Location: Administration Board Room (Bldg. 10)

Reporting Structure
Integrated Consultation Council

Membership
The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified confidential, students, and administrators. The EHSC committee will be composed of the members who best represent campus-wide interest. As such, the EHSC committee will try to maintain representation in the following areas:
One (1) District's Safety Administrator (Committee Chair)
One (1) Maintenance and Operations Manager
One (1) Health & Public Safety Member
One (1) Faculty member appointed by the Academic Senate
One (1) Director of Student Health Services Department
One (1) student appointed by the ASG: (1) Alternate
Two (2) Administrative Representatives
Two (2) Classified Representatives

The Chair will be the Chief EHSC Officer, and the Co-Chair will be elected by voting members of the EHSC. Term lengths will be two years except for members whose membership is contingent on their positions. The student appointment will serve a term of two years, while understanding that this is not always possible. The multi-year terms will be staggered so all members do not change at one time. At the end of the two-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first committee meeting in the fall.

G. Public Relations and Marketing Committee (PRMC)

Purpose
The IVC Public Relations and Marketing Committee is responsible for providing guidance and support for both internal and external initiatives and communication strategies that promote and enhance the mission of Imperial Valley College. It's purpose is to increase the overall visibility and enhance the reputation of Imperial Valley College. The hallmarks of the college are academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development. IVC's Public Relations efforts are meant to develop two-way communication with stakeholders, highlight the excellent education and dynamic services it provides to the community, and ensure the college's growth, prosperity and future.

Mandate
TBD

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 1st Monday of each month
Time: 3:30-5:00 p.m.
Location: Virtual Meeting available via Zoom

Reporting Structure
Integrated Consultation Council

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

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

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

H. Student Affairs Committee (SAC)

Purpose
The Student Affairs Advisory Committee will generate an agenda from items submitted by a committee member or any member of the campus community of Imperial Valley College. The agenda will be prepared by the Chair and distributed to the committee members one week in advance of the meeting. In addition, the agenda will be sent to "all users" at least 24 hours before each meeting.

In addition, copies of the agenda and minutes of previous meetings will be posted on the College website and available for review, with attachments, in the Office of Student Affairs.

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 2nd Thursday of each month
Time: 2:30-4:00 p.m.
Location: Administration Board Room (Bldg. 10)

Reporting Structure
Integrated Consultation Council

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

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

I. New Faculty Orientation Committee (NFO Committee)

Committee Purpose:

The purpose of the Committee shall be to plan, organize, and execute the functions below in collaboration with college leadership and administration.

The functions of the Committee shall be the following:

1. Welcome new full and part-time faculty to the IVC community. 2.) Schedule dates and reserve campus and other spaces for the NFO events and sessions. 3.) Organize and coordinate the sessions and activities. 4.) Provide new faculty with information to locate materials and resources that are supportive as a new member of the IVC. 5.) Ensure all new full and part-time faculty are connected to the TLC and/or PD liaison for training purposes. 6.) Mediate opportunities for campus constituencies and resources to introduce themselves and their services to new faculty. 7.) As necessary, guide and assist new full and part-time faculty in obtaining access to basic faculty needs including technology services, supplies, campus identification, parking permits, and the Human Resources personnel. 8.) Direct new full and part-time faculty to information and resources on the IVC website and NFO Canvas. 9.) Introduce new full and part-time faculty to their cohort of fellow new faculty. 10.) Any additional activities and functions as deemed suitable.

Mission:
The mission of the NFO Committee is to welcome all new full and part-time faculty to the college community and introduce them to college policies, campus offices, administrative offices and resources, collective bargaining units, and college committees.

Bylaws
Available via BoardDocs

Schedule:
Meeting Dates: 1st Monday of each month
Time: 2:30-4:00 a.m.
Location: N/A

Membership

Voting members:

1. Two faculty co-chairs, representing teaching and non-teaching areas
2. Pool of faculty Post first year faculty for continuity New Teaching and Nonteaching Faculty

The NFO shall include the following NFO consultant members as needed:

1. Superintendent/President
2. Vice Presidents for Student Services, Administrative, and Academic Services
3. Instructional and Student Services Deans and Chairs
4. CTA Union Representative
5. PTFA Union Representative
6. Human Resource Representative/Analyst
7. Senate Representative
8. FTLC Liaison
9. IT/DE Representative
10. Ed Tech Representative

J. Educational Technology Committee (Ed Tech Committee)

Committee Purpose:
The function of the Ed Tech Committee is to advocate for innovation in educational technology to enrich teaching and empower lifelong learning. Our goal is to help educators harness the power of technology to create inclusive, engaging learning experiences. We believe educational technology should enhance pedagogy, not replace it. This committee guides the decision-making of educational tools, software, and hardware while working closely with the Technology Planning Committee to ensure cohesive strategies and initiatives. Through collaboration and communication, we aim to align educational technology goals with broader technological planning efforts across the institution.

Bylaws
Available via BoardDocs
(draft under development)

Schedule:
Meeting Dates: 1st/3rd Thursday of each month
Time: 2:00-3:00 a.m.
Location: Virtual Meeting via Zoom

Membership:
*Pending

*The Ed Tech Committee is a newly created committee; bylaws and membership information is under development

SECTION 5 - SUBCOMMITTEES

K. Program Review Committee (PRC)

Purpose
The purpose of the Program Review Committee (PRC) is to serve as a subcommittee to the Institutional Effectiveness and Development Committee (IEDC) regarding matters of planning, assessment, and analysis of the program review process to remain in compliance with accreditation standards, state and federal regulations, and to move the College toward continuous program quality improvement. The Program Review Committee is responsible for providing guidance regarding the process and documents for program review. PRC plays a critical role in evaluating and providing feedback on the quality of the program review documents submitted by the areas undergoing comprehensive program review.

The committee has the following responsibilities:

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

Bylaws
Available via BoardDocs

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

Schedule
Meeting Dates: 3rd Thursday of each month
Time: 2:30-4:00 p.m.
Location: Room 204 (Bldg. 200), Virtual Meeting available via Zoom

Reporting Structure
Institutional Effectiveness and Development Committee

Membership

Voting Members

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

- Three (3) department chairs
- Three (3) classified representatives
- Director of Fiscal Services

Resource Members (Non-voting)

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

SECTION 6 - PROGRAM REVIEW PROCESS

A. Overview

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

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

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

Specifically, each unit's program review will:

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

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

B. Program Review Components

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

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

C. Additional Components

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

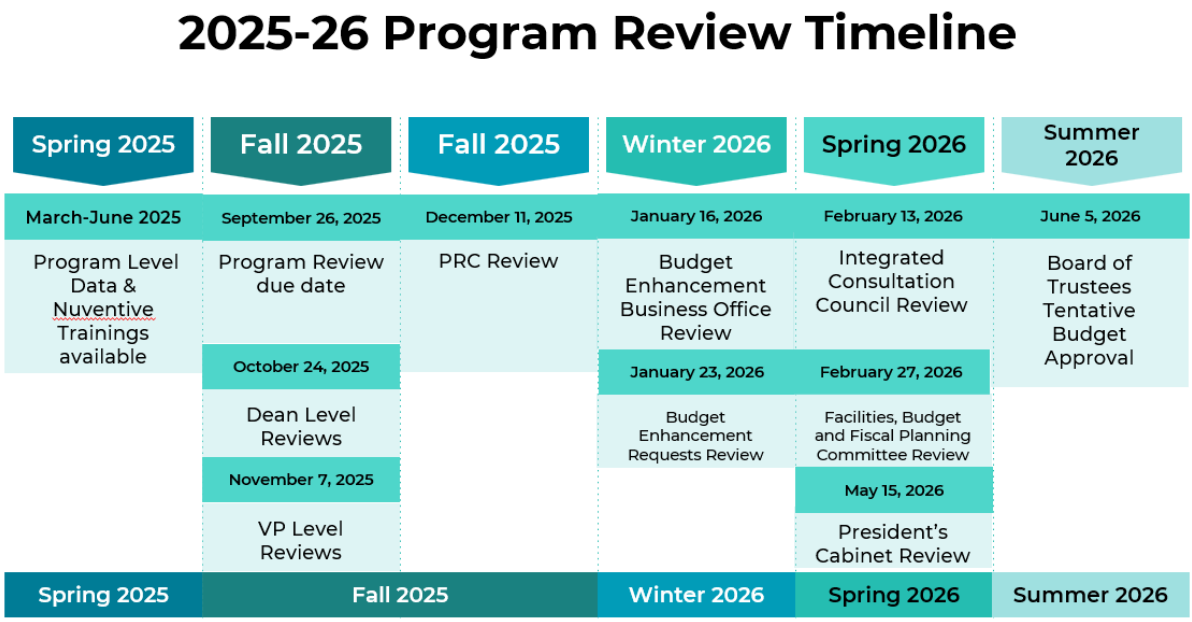
*Note: Please refer to the specific guidelines on each comprehensive program review for additional details regarding the specific components of academic and non-academic units.

D. Budget Enhancement Process

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

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

Timeline:



SECTION 7 - ACADEMIC SENATE

A. Definition and Role

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

- Represent the faculty of Imperial Valley College to ensure a formal and effective procedure for participating in the formation of policies and procedures on Academic and Professional matters.
- Promote and preserve the integrity of the educational program.
- Facilitate communication between the faculty, the Board of Trustees, and the administration.
- Develop policies and procedures related to Academic and Professional matters and promote their implementation.
- Assist the members of the faculty of Imperial Valley College in exercising their voice on Academic and Professional matters.
- Develop, communicate, and encourage ethical and professional conduct.
- Advise the Board of Trustees and administration on Academic and Professional matters.
- Representing Imperial Valley College to other faculties and to the Academic Senate of California Community Colleges.
- Reach mutual agreement with the College President on matters relating to equivalency, hiring procedures, administrative retreat rights, and Academic and Professional matters pursuant to the provisions of the Education Code.

B. Role/Purpose

Academic Senate	
Mission/Purpose	The purpose of the Academic Senate shall be to represent the faculty in the formation of college and district policy on academic and professional matters, as mandated by Title 5, Section 53200 (b) and AB-1725, Shared Governance, to include: • represent IVC faculty to ensure a formal and effective procedure for participating in the formation of policies and procedures on academic and professional matters. • promote and preserve the integrity of the educational program. • facilitate communication between the faculty, the Board of Trustees, and the administration. • develop policies and procedures related to academic and professional matters and to promote their implementation. • assist the members of the faculty of Imperial Valley College in exercising their voice on academic and professional matters. • develop, communicate, and encourage ethical and professional conduct. • advise the Board of Trustees and administration on academic and professional matters. • represent Imperial Valley College to other faculties and to the Academic Senate of California Community Colleges; and • reach mutual agreement with IVC President on matters relating to equivalency, hiring procedures, administrative retreat rights, and academic and professional matters pursuant to the provisions of the Education Code. Further, according to the California Code of Regulations, Section 53100, Article 2 the Board of Trustees shall "primarily rely upon" the Academic Senate for recommendations regarding curriculum, degree and certificate requirements, grading policies, education program development, standards or policies regarding student preparation and success, and policies for faculty professional development activities. It is the duty of the Senate to address, either directly or through its designated committees, all matters pertaining to the educational well-being of the college, to develop and establish [faculty] positions on all such matters and to inform all relevant constituencies, inside and outside the college, of these positions. The Senate shall also assume responsibilities as legally directed, for example, by the California Code of Regulations, Section 53100, Article 2.
Oversight Committee	None
Standing Committees	• Curriculum Committee • Distance Education Committee • Educational Technology Committee (Ed Tech) • Equivalency Committee • Faculty Teaching & Learning Committee • New Faculty Orientation Committee (NFO) • Pathway to Student Success Committee

	• Open Education Resources Committee (OER) • Competitive Athletics Committee (CAC) • Outcomes & Assessment Committee (SLO/SAO)
Subcommittees	None
Responsibilities	• Curriculum, including establishing prerequisites and placing courses within disciplines. • Degree and certificate requirements. • Grading policies. • Educational program development. • Standards or policies regarding student preparation and success. • District and college governance structures, as related to faculty roles. • Faculty roles and involvement in accreditation processes, including self-study and annual reports. • Policies for faculty professional development activities. • Processes for program review. • Processes for institutional planning and budget development; and • Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

C. Senate Composition & Membership

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

D. Membership Numbers & Selection

The Senate shall consist of an appropriate number of members to allow representation from each Division and Part-Time faculty area, together with the maintenance of at least nine At Large representatives, in accordance with the Senate Bylaws.

Senate Composition:

1. The Senate shall consist of thirty-three (33) members.

2. The Senate shall be composed as follows:

a) Academic Senate President, elected at large
b) Department Chair Liaison (effective Fall 2021)
c) Twelve (12) Senators, elected at large
d) Two to four (2-4) Senators per Division (14), elected by the members of the following divisions:

- Arts, Letters, & Learning Services (4)
- Math and Sciences (4)
- Economics and Workforce Development (2)
- Health and Public Safety (2)
- Student Services (2)

3. Two part-time faculty Senators, elected by the part-time faculty

4. Ex officio participants (nonvoting members):

a) Immediate Past President
b) Vice President of Academic Services
c) Student representative

Academic Senate President:

1. In accordance with this document, the Academic Senate president shall assume the duties of this office for a two-year term following a one-year term as Academic Senate President-Elect.

2. The president shall receive reassigned time as written in the faculty contract.

Academic Senate President-Elect:

1. In accordance with this document, the faculty shall elect the President-Elect in odd numbered years.

2. Candidates for this office must have previous experience in the Academic Senate of Imperial Valley College within the last three years.

The Senators shall be chosen in the following manner:

1. Voting units consisting of Regular Faculty of divisions as specified in the Senate Bylaws, and a voting unit comprised of Part-Time Faculty as defined in the Senate Bylaws.

2. At a meeting (or by written ballot) by the eighth week of the spring semester, each division voting unit shall elect by majority vote two (2) Regular Faculty members to serve as Division Senator.

3. The Senators representing the Academic Part-Time Voting Unit shall be elected in the general election in April. The Chair of the Elections Committee or the Academic Senate Chief of Staff, will be responsible for distributing self-nomination forms to all Part-Time Faculty by the eighth week of the spring semester. Nominations will close by the tenth week of the spring semester. All Part-Time nominee names will appear on the Academic Part-Time ballot in the general election. This senator will be elected by approval voting and secret ballot by the Part-Time faculty.

4. Any member of the Electorate, including both regular and part-time faculty, may be nominated for an At-Large position by petition in accordance with the Election Code (Bylaws, Article IV) of the Senate Bylaws.

5. The required number of senators-at-large shall be elected by approval voting by the Electorate, in accordance with the Election Code of the Senate Bylaws.

6. Annual elections of At-Large members to the Senate shall be held during the first eight weeks. Senators-elect shall be invited to attend all meetings of the Senate during the Page 4 remainder of the Spring Semester as nonvoting observers, and will take office at the close of the Spring Semester

Reporting Structure
The Academic Senate Reports to the President's Cabinet

Operating Guidelines

The Chief Instructional Officer and the Academic Senate representative will co-chair the committee. Both the Chief Instructional Officer and the Academic Senate representative will sign off on the approved committee action. Per *Board Resolution No. 10641 (Shared Governance)* both the Chief Instructional Officer and the Academic Senate President will address the Curriculum items to the Board of Trustees.

Items approved by the Curriculum Committee will be sent to the Academic Senate for action prior to being placed on the agenda for the Board of Trustees.

The Chief Instructional Officer is responsible for providing clerical and administrative support to prepare and distribute agendas and minutes, place Curriculum matters on the Board agenda, and coordinate projects as directed by the Curriculum Committee.

SECTION 8 – ACADEMIC SENATE STANDING COMMITTEES

A. Curriculum Committee

Committee Purpose

The Curriculum Committee shall serve in an advisory capacity to the Academic Senate by developing policy recommendations which the Board of Trustees have elected to "rely primarily" on the advice and judgment of the Academic Senate, and for which the Curriculum Committee shall provide policy recommendations and procedures are:

- Curriculum, including establishing prerequisites and placing courses within disciplines.
- Degree and certificate requirements.
- Grading policies.

In addition, graduation requirements, general education requirements, transfer requirements, articulation agreements and other matters relating to the curriculum may be reviewed by the Curriculum Committee for formulating policy recommendations and procedures to the Academic Senate.

The Curriculum Committee shall also serve in an advisory capacity to the Academic Senate and the Chief Executive Officer, as the Board of Trustees designee, on academic and professional matters on areas where mutual agreement must be reached before being submitted to the Board of Trustees. The eight areas that the Curriculum Committee shall provide policy recommendations procedures to the Academic Senate and the Chief Executive Officer are:

- Educational Program development
- Standards of policies regarding student preparation and success
- College governance structures, as related to faculty roles
- Faculty roles and development in accreditation processes
- Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as mutually agreed upon

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 2nd & 4th Wednesday of each month
Time: 2:40-4:00 p.m.
Location: Administration Board Room (Bldg. 10)

Reporting Structure
Academic Senate

Membership

The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified confidential, students, and administrators. The EHSC committee will be composed of the members who best represent campus-wide interest. As such, the EHSC committee will try to maintain representation in the following areas:

One (1) District's Safety Administrator (Committee Chair)
One (1) Maintenance and Operations Manager
One (1) Health & Public Safety Member
One (1) Faculty member appointed by the Academic Senate
One (1) Director of Student Health Services Department
One (1) student appointed by the ASG: (1) Alternate
Two (2) Administrative Representatives
Two (2) Classified Representatives

The Chair will be the Chief EHSC Officer, and the Co-Chair will be elected by voting members of the EHSC. Term lengths will be two years except for members whose membership is contingent on their positions. The student appointment will serve a term of two years, while understanding that this is not always possible. The multi-year terms will be staggered so all members do not change at one time. At the end of the two-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first committee meeting in the fall.

B. Distance Education Committee

Committee Purpose
The purpose of the Distance Education Committee will be to advise the Senate, its Curriculum subcommittee, and the Technology Planning Committee on designs, implementation strategies, resources needed, and policies for distance education; to provide a faculty overview of all distance education and distributed activities conducted at Imperial Valley College; and to work with all relevant faculty and administrators to foster innovation while maintaining, enhancing, and evaluating high standards of academic quality, at a level appropriate to the students for which the content is developed.

Bylaws
Available via BoardDocs

Mandate
The function of the Distance Education Committee is to develop and review policies and procedures necessary to the implementation and evaluation of the distance education program at Imperial Valley College.

Schedule
Meeting Dates: 4th Tuesday of each month
Time: 2:30-4:00 p.m.
Location: Administration Board Room (Bldg. 10)

Reporting Structure
This committee reports directly to the Academic Senate

Membership
The Committee shall be comprised of the following: administrative representative (Co-Chair); Distance Education Coordinator (Co-Chair); six faculty representatives (including at least one non-teaching and one part-time); classified representative; technology representative; DSPS representative; and a student representative. The Academic Senate will approve all faculty positions; the remaining positions will be appointed by the bargaining unit representative or division head in consultation with the Co-Chairs and the Vice President of Academic Services. The student representative will be selected by the Associated Student Government. Terms for all members shall be for two years except for the Distance Education Coordinator, the DSPS representative, and the Technology representative.

C. Equivalency Committee

Committee Purpose
The equivalency process will assist the college in achieving its Faculty and Staff Diversity goals. The administration and the faculty, with their professional expertise, are best able to determine whether a candidate's qualifications are the equivalent of the minimum qualifications.

In order that applicants be given careful consideration, the equivalency process has been made flexible enough to allow applicants to provide evidence that they have education and experience at least as good as that required by the minimum qualifications, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.

The equivalent process is not a waiver of minimum qualifications and will not result in the hiring of less qualified individuals.

Mandate
The equivalency process will assist the college in achieving its Faculty and Staff Diversity goals.

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 2nd Monday of each month
Time: 2:30-4:00 p.m.
Location: N/A

Reporting Structure
Academic Senate

Membership

One (1) Chair
One (1) Faculty (Appointed by Academic Senate) Alternate
Two (2) Faculty (Related Discipline)
Three (3) Faculty (Appointed by Academic Senate

D. Faculty Teaching & Learning Committee

Committee Purpose
The mission of the Faculty Teaching and Learning Committee is to provide effective professional teaching and learning opportunities as well as a supportive environment for faculty at Imperial Valley College.
The function of the Faculty Teaching and Learning Committee is to implement professional development opportunities for faculty from needs assessments and research through design, offerings, and evaluations. Subject matter may include, but is not limited to, instructional pedagogies, technology, best practices, and learning methods. The committee may also provide recommendations on such topics to other relevant campus constituents to foster innovation and creativity across campus.

The committee also aims to provide a space that supports faculty with both instructional and institutional procedures and give faculty a voice in future learning opportunities offered to them.

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 2nd Monday of each month
Time: 2:30-4:00 p.m.
Location: Virtual Meeting available via Zoom

Reporting Structure
Academic Senate

Membership

E. Pathway to Student Success

Committee Purpose
The Pathways to Student Success Committee will provide a platform for collaboration and communication across the college that will result in a shared vision for the college's Guided Pathways framework and the Student Equity and Achievement (SEA) Program (previously known as Basic Skills Initiative, Student Success and Support Program and Student Equity). The committee will work together to implement activities and practices pursuant to the California Community Colleges Guided Pathways (CCCGP), eliminate achievement gaps for students to complete their educational goals and a defined course of study; and provide quality curriculum, instruction, and support services to students who enter the college deficient in English and mathematics to ensure these students complete a course of study in a timely manner. This committee reports directly to the Academic Senate.

Schedule
Meeting Dates: 4th Monday of each month
Time: 2:30-4:00 p.m.
Location: Room 209 (Bldg. 200)

Bylaws
Available via BoardDocs

Reporting Structure
This committee reports directly to the Academic Senate

Membership

F. Open Educational Resources Committee (OER)

Committee Purpose
The Open Educational Resources Committee (OER) serves as a subcommittee of the Academic Senate. The goal of the committee is to explore current trends in utilizing open educational resources, to evaluate policies and procedures regarding OERs, to develop strategies to encourage Imperial Valley College faculty to explore and adopt OER, to develop resource requests for OER development, and to provide regular updates and reports on the committee's activities to the Academic Senate.

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 3rd Tuesday of each month
Time: 2:30-4:00 p.m.
Location: Virtual Meeting available via Zoom

Reporting Structure
This committee reports directly to the Academic Senate

Membership

G. Competitive Athletics Committee

Committee Purpose
The function of the Competitive Athletics Committee (CAC) is to evaluate and make recommendations concerning the various areas of the athletic program. Its purpose is to encourage good sportsmanship, the compliance with state and Board regulations and the maintenance of a proper balance between athletic and academic programs. The Committee is responsible for formulating policy regarding various athletic events including merging sports.

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 4th/5th Monday of each month
Time: 2:00-3:00 p.m.
Location: De Paoli Sports Complex, Room 709 (Bldg. 700)

Reporting Structure
This committee reports directly to the Academic Senate

Membership

H. Outcomes & Assessment Committee (SLO/SAO)

Committee Purpose
The mission of the Student Learning Outcomes Committee is to assist the Imperial Valley College campus community in the on-going assessment of courses, programs, and services which lead to student success.

Bylaws
Available via BoardDocs

Schedule
Meeting Dates: 2nd Tuesday of each month
Time: 3:00-4:00 p.m.
Location: Arts and Letters Conference Room (2780D), Virtual Meeting available via Zoom

Reporting Structure
This committee reports directly to the Academic Senate

Membership

Committee Schedule (2024-2025)

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

COMMITTEES SCHEDULE

FIRST WEEK OF THE MONTH

TIMES	MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am						9-10am Extra Meeting Option
10:00 am						Additional CART during ISER/PRN
11:00 am						11am-12pm Dept. Meeting Option
2:30 pm	2:30-4pm ASG		2:30-4pm Institutional Effectiveness & Development Committee	2:30-4pm Academic Senate	2:30-4pm Technology Planning Committee / Academic Tech. Taskforce (merged)	
3:30pm		3:30-5pm PR & Marketing Committee				
4:00pm						
5:00pm						

SECOND WEEK OF THE MONTH

TIMES	MONDAY		TUESDAY	WEDNESDAY		THURSDAY		FRIDAY
9:00 am								9:30-11am Integrated Consultation Council
10:00 am								
11:00 am								11am-12pm Dept. Meeting Option
2:30 pm	2:30-4pm ASG	2:30-4 pm Faculty Teaching & Learning Committee	2:30-4 pm Outcomes & Assessment Committee	2:30-4 pm Curriculum Committee	2:30-4pm Fiscal & Facilities Committee	2:30-4 pm Distance Education Committee	2:30-4 pm Student Affairs Committee	
3:30pm								
4:00pm								
5:00pm								

THIRD WEEK OF THE MONTH

TIMES	MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am						9-10am Instructional Council
10:00 am					10-11:30am Student Services Council	10-11am CART
11:00 am						11am-12pm Dept. Meeting Option
2:30 pm	2:30-4pm ASG		2:30-4 pm Open Education Resources Committee	2:30-4pm Academic Senate	2:30-4 pm Program Review Committee	
3:30pm						
4:00pm		4 -5pm EEO & Diversity Committee				
5:00pm						

FOURTH WEEK OF THE MONTH

TIMES	MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am						9:00-10am Alternate option: Academic Tech Task Force
10:00 am						11am-12pm Dept. Meeting Option
11:00 am						11am-12pm Dept. Meeting Option
2:30 pm	2:30-4pm ASG	2:30-4 pm Pathways to Student Success	2:30-4 pm Environmental Health & Safety Committee	2:30-4 pm Curriculum Committee	2:30-4 pm Distance Education Committee	
3:30pm						
4:00pm						
5:00pm						

FIFTH WEEK OF THE MONTH

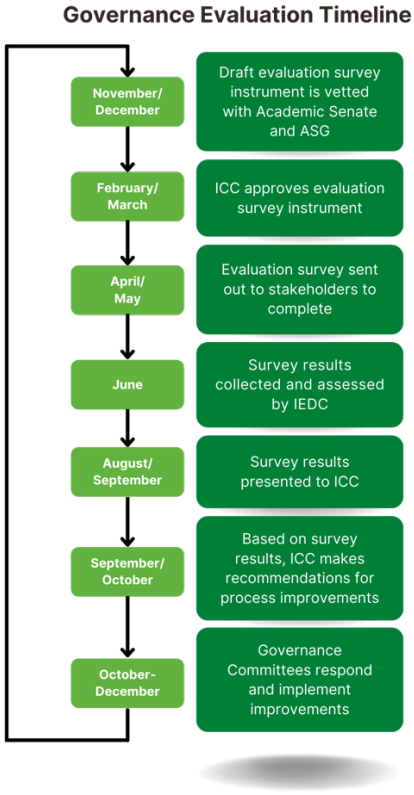
2:30-4pm	OPEN FOR EVENTS

SECTION 9 - GOVERNANCE EVALUATION AND SURVEY

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

Governance Evaluation Survey
At the end of each academic term, in addition to each committee evaluation, there will be a governance evaluation survey issued for all constituents. The survey will serve to evaluate the effectiveness of the governance processes toward supporting academic quality and accomplishing the mission. The results of the evaluation survey will be reviewed by ICC and used for planning improvements to governance processes. The survey has four major components: 1) general information, 2) integration, 3) culture, and 4) operations of governance structure. The Offices of Institutional Effectiveness and Research will prepare the survey in Spring of 2025. The survey will be developed by the Institutional Effectiveness and Development Committee and final input will be provided by ICC. Once final voting has taken place, the survey will be distributed collegewide. The results will be presented the following academic year.

Governance Evaluation Timeline



Appendix A
Meeting Minutes Template

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

Voting Members	

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

Action Items:	Task:	Assigned to:
• Presentations	• Present new proposed governance structure	• Yolanda Cataño • Dr. Martha Garcia

B. **Review of 8/8/21**
- Example: Changes to the minutes were suggested by xxx and changes will be adopted.

Action Items:	Task:	Assigned to:
• Revisions	• Changes to the minutes will be made	• Linda Amidon

D. TBD

- TBD

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

E. TBD

- TBD

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

F. Next Meeting – September 6, 2021

Summary of Meeting Notes
1. Xxx 2. Xxx 3. Xxx 4. Xxx 5. Xxx