

Clare Geisen

From: Robin Calote
Sent: Wednesday, August 08, 2012 1:54 PM
To: Clare Geisen
Subject: Document to support D1-03

See below.

Robin Calote, Ed.D.
President, Ventura College
4667 Telegraph Road
Ventura CA 93003
805-654-6460
805-654-6440 fax

From: Robin Calote
Sent: Monday, April 09, 2012 2:33 PM
To: AllUsersVC
Subject: Update #63: Governance Handbook Revisions; April Forum; Accreditation Visit; Graduation; Events

Ventura College Colleagues:

Revision to District Governance Handbook: A draft revision to the core content of the District's *Participatory Governance Handbook* has been posted to the portal for your review and can be found at the following link: <http://domapps.vcccd.edu/Announce.nsf/0/46A46848E4C3BFDC882579DB0059F08A/%24File/Participatory%20Governance%20Handbook%20rev%2004%2006%20clean.pdf?OpenElement> As drafted by the Chancellor's Consultation Council, the *Handbook* describes the role each employee group plays within the governance structure and outlines the functions of the various district administrative, advisory, and governance bodies. New to this revision is a description of the District Council on Accreditation and Planning (DCAP) [found on page 16] and the District Council on Academic Affairs (DCAA) [found on page 18]. As drafted in this document, DCAA would be supported in its work by the District Technical Review Workgroup – Instructional (DTRW-I) [found on page 19] and the District Technical Review Workgroup – Student Services [DTRW-SS] (found on page 22). For those who would like to see the relationship of the proposed document to the original *Participatory Governance Handbook*, a version with all of the changes tracked has also been posted to the portal. Finally, a document on the portal labeled *Governance Process Chart* can be found at the following link:

<http://domapps.vcccd.edu/Announce.nsf/0/BEE1E04EFB202810882579DB005A015E/%24File/Governance%20Process%20Chart%20rev%2004%2006%2012.pdf?OpenElement>

This document shows the relationship of the various Councils to each other, identifies the pathways by which recommendations make their way to the Board of Trustees, and charts the feedback loops that will now be built into the system. The draft *Participatory Governance Handbook* and *Governance Process Chart* will be discussed again at the Consultation Council on Friday, May 4. Faculty, staff and students should provide their feedback regarding these documents through their respective Senate Presidents.

Final Reminder re: April Forum: The next college forum is scheduled for Friday, April 13, from 1:00 – 3:00 p.m. in the Wright Event Center. At this forum, I will share the results of the mission statement survey and there will be an opportunity to discuss proposed modifications to the mission. There will also be an update on the college budget from Vice President David Keebler. (Vice Chancellor Sue Johnson is unavailable to join us at this meeting, but is willing to participate in a special forum that will be scheduled for May 4.) In addition, Ayanna Gaines, representing the One Book Committee, will be asking the group to discuss a possible choice of book for next fall from a list that has been developed. If you will be attending the forum, please RSVP to Laura Brower by Wednesday, April 11 so that we will know how much food to order. Thank you.

Update re: Accreditation Visit: On Monday, April 16, three representatives from the Accrediting Commission (one assigned to each of the three colleges in our district) will be at the District Administrative Center as part of a follow-up to the *Special Report* on Board performance that was sent to them on March 16. The notification letter received from the Commission states that “members from the institution who wish to speak with team should report to the District Office in the afternoon...The team will devote its attentions primarily to the matters that are identified in the Action Letter [the March 16 report on Board performance] and to which the report is directed...” The time established for open dialogue with the three Commission representatives has tentatively been scheduled for 4:00 p.m. (pending confirmation from the representatives). I will notify the campus again of the time of the open session once this confirmation is received. A copy of the *Special Report* that was sent to the Commission and that is the primary focus of this visit is found at the following link: http://www.vcccd.edu/about_the_district/accreditation/index.shtml

Graduation: Ventura College’s graduation ceremony will be held Wednesday, May 16 at 11:00 am in the Ventura College Sportsplex. **Rick Trevino** has asked faculty, staff, and administrators to submit their names to their division dean or supervisor no later than Wednesday, May 2, so that it will be known who will be walking in graduation. Rick has already distributed a form to the campus so that graduation regalia can be ordered. Those who already have their own regalia should also let Rick know so that he will have an accurate count.

Ongoing List of Upcoming Events:

- April 12: *3rd Annual Holistic Health Festival*, Ventura College Quad, 10:00 a.m. – 3:00 p.m. This event includes health lectures, yoga demonstrations, Aztec dancing, and music.
- April 12, 13, 14, 19, 20, 21 at 8:00 p.m., April 22 at 3:00 p.m.: *Alfred Hitchcock’s The 39 Steps* (VC Theatre Performance), Wright Event Center. Tickets available at the door. \$10 general admissions, \$7 students, staff and seniors.
- April 12 – May 4: *Ventura College Annual Student Awards Exhibition*. Ventura College Art Galleries. Reception Thursday, April 12, 7:00 – 9:00 p.m.
- April 12: *Learning Communities with Bob Porter*, MAC 201, 11:30 a.m. – 12:30 p.m. Bob Porter will discuss the progress he’s made in the learning communities he’s created at VC.
- April 13: *Open Forum*, Wright Event Center, 1:00 – 3:00 p.m. This forum will include focus group discussions of the college mission statement, individual and group suggestions for next year’s One Book/One Campus project, accreditation issues, budget concerns, and any other emerging topics.
- April 16: *The Box—Are You In or Out?* MCW 312, 1:30 – 3:30 p.m. Another in this series of intensive, creative sessions focusing on the classroom.
- April 17: *Lunch and Learn*, CCCR, 1:30 – 2:30 p.m. This month’s meeting will be focused on how to combat the end-of-the-semester blues. Bring an activity to share that shows how you keep students engaged.
- April 18: *Student Job Fair*, outside the MCW building, 10:00 a.m.–2:00 p.m. Come to the Career Center’s Job Fair and connect with students, faculty and the community!
- April 18: *Using the Quizzes Tool in Desire2Learn*, SCI 226, 3:00 – 4:00 p.m. Find out how to create quizzes using Desire2Learn’s question library, how to run custom reports, and more.
- April 19: *Annual Campus Clean-Up* (in honor of Earth Day), Campus Quad, 9:00 a.m. Hosted lunch provided to those who RSVP to Barbara Cogert prior to the event.
- April 20: *SITE 2011 Follow-Up*, CCCR, 1:30 – 3:00 p.m. This lunch will close out the year for SITE 2011 participants. Expect to present the work you have done as a follow-up to the SITE experience.
- April 24: *English Teaching Communities*, LRC 114, 1:00 – 2:00 p.m. Join English faculty as they meet to read academic research and discuss best practices related to the teaching of writing and reading.
- April 26: *Santeria—Understanding Facets of Hispanic Culture*, MCW 312, 4:00 – 5:00 p.m. Come for an hour to learn about Santeria, a religious and cultural practice of the New World. Ben Somoza, our own Spanish language instructor from Cuba, will lead this workshop.
- April 27: *Using Discussions and Group Tools in Desire2Learn*, LRC 205, 12:00 – 1:00 p.m. Find out how to use the discussion and group tools available in Desire2Learn to stimulate interaction among students in your online classes.

- May 2: *VC Book Group Meeting*, Administrative Conference Room, 12:00 – 1:00 p.m. Join fellow readers for a lively discussion. This month's meeting will focus on *Sea of Poppies* by Amitav Ghosh.
- May 3, 4, 5: *Dance Department Spring Concert*, Wright Event Center, 8:00 p.m.
- May 4: *Open Forum*, Wright Event Center, 1:00 – 3:00 p.m. This final forum of the year will include a presentation by Vice Chancellor Johnson and breakout sessions for division meetings.
- May 16: *Graduation!* Ceremony begins at 11:00 a.m. More details to follow.

For a full list of athletic events and student performance activities, check the college web page.

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Clare Geisen

From: Robin Calote
Sent: Wednesday, August 08, 2012 1:55 PM
To: Clare Geisen
Subject: Additional document to support D1-03

See below.

Robin Calote, Ed.D.
President, Ventura College
4667 Telegraph Road
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805-654-6460
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From: Robin Calote
Sent: Monday, April 16, 2012 8:37 AM
To: AllUsersVC
Subject: Update #65: Summary of Campus Forum; District Functional Map; Chancellor's Update; Transitions; Events

Ventura College Colleagues:

Summary of Campus Forum: Many thanks to those who attended last Friday's open campus forum, where four focus groups discussed the college mission statement and made suggestions for the revision of an initial draft that will be considered again during the fall 2012 semester. In accordance with accreditation standards, the college mission statement must (1) define an institution's broad educational purpose, (2) state its intended student population, and (3) declare the faculty and staff's commitment to achieving student learning. In addition, accreditation standards require the mission statement to be central to college planning and decision-making processes. Per the survey results that have already been shared with you, many feel that the current mission statement no longer reflects the programs and services we are prepared to offer and is too wordy. Several variations of a revised mission statement emerged on Friday. Among them:

Alternative 1:

Ventura College transforms students' lives, develops human potential, improves communities, and makes Ventura County a better place to live. The College serves a diverse student population by providing essential instruction and student services, with an emphasis on associate degree and certificate completion, preparation for transfer to a four-year college, and basic skills. The College is committed to continuous improvement through the use of promising best practices, emerging technologies, the assessment of learning outcomes, and the modification of programs and services based on this assessment.

Alternative 2:

Ventura College transforms students' lives and develops our community's diverse human potential. The College provides essential instruction and student services, with an emphasis on associate degree and certificate completion, preparation for transfer to a four-year college, and basic skills. In addition, the College promotes opportunities for student engagement. The College is committed to continuous improvement and the modification of programs and services based on the assessment of learning and services outcomes.

Alternative 3 (which represents an attempt to boil everything down to one sentence):

Ventura College strives to educate, develop, and encourage a diverse student population by providing essential instruction and student services through the use of best practices and student learning outcomes.

We will engage a broader cross-section of the campus as we continue to wrestle with the challenge of meeting the required elements while crafting a statement that is long enough to be useful for accreditation and planning purposes and short enough to be memorable!

Feedback Needed on District Functional Map: Update #63 notified you that a draft revision to the core content of the District's *Participatory Governance Handbook* had been posted to the portal for your review. That document has been revised once again, and now contains an updated version of the District's functional map (which describes where the responsibilities of the district and the colleges overlap, the relationship of the district to the colleges, and the relationship of the colleges to each other as manifested through the various district councils). The updated document has been posted to the portal and can be found at the following links:

[Copy with changes incorporated:]

<http://domapps.vcccd.edu/Announce.nsf/0/EED580658E54ADBC882579E2005427D0/%24File/Participatory%20Governance%20Handbook%20rev%2004%2013%2012%20clean.pdf?OpenElement>

[Copy showing where the changes were made:]

<http://domapps.vcccd.edu/Announce.nsf/0/D41D82C42445AC30882579E200540C21/%24File/Participatory%20Governance%20Handbook%20rev%2004%2013%2012%20markup.pdf?OpenElement>

Clarification of the functional map is required as a result of district accreditation recommendation #1, which reads, "In order to meet the Standards, the District, in concert with the three colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the college-to-college responsibilities, and that also incorporate the relationship of major District and college committees established to assure the integrity of activities related to such areas as budget, research, planning, and curriculum."

The academic, classified and student senates have been asked to provide their feedback on all components of the *Participatory Governance Handbook* at the next Chancellor's Consultation Council meeting, which will be held during the morning of Friday, May 4. If, after reading the document, you have any thoughts or concerns, you should address them through your respective governance leaders, who will be in attendance at that May 4 meeting. In addition, we will be discussing the *Governance Handbook* as part of our May 4 open campus forum.

Chancellor's Monthly Update: The most recent Chancellor's Monthly Update has been posted to the portal and can be found at the following link:

<http://domapps.vcccd.edu/Announce.nsf/0/9B48A7BE7ACC8443882579DF007AD660/%24File/Chancellor'sMonthlyUpdate04-13-12.pdf?OpenElement>

Transitions: **Cynthia Crispin** (Administrative Assistant II, Title V Grant) will be retiring in June 2012. **Celine Park** has been hired to serve as a grant-funded classified CTE Program Specialist. She will begin her position in May.

Ongoing List of Upcoming Events:

- TODAY! April 16: *The Box—Are You In or Out?* MCW 312, 1:30 – 3:30 p.m. Another in this series of intensive, creative sessions focusing on the classroom.
- April 17: *Lunch and Learn*, CCCR, 1:30 – 2:30 p.m. This month's meeting will be focused on how to combat the end-of-the-semester blues. Bring an activity to share that shows how you keep students engaged.
- April 18: *Student Job Fair*, outside the MCW building, 10:00 a.m.–2:00 p.m. Come to the Career Center's Job Fair and connect with students, faculty and the community!
- April 18: *First Annual "Don't Call Me Crazy" Event*, MCW 113 at 8:30 a.m. and MCW 123 from 9:30 a.m. through 1:30 p.m. Join members of the Psychology Club in an event to increase awareness of mental illness. There will be speakers and information booths on hand.
- April 18: *Using the Quizzes Tool in Desire2Learn*, SCI 226, 3:00 – 4:00 p.m. Find out how to create quizzes using Desire2Learn's question library, how to run custom reports, and more.

- April 19: *Annual Campus Clean-Up* (in honor of Earth Day), Campus Quad, 9:00 a.m. Hosted lunch provided to those who RSVP to Barbara Cogert prior to the event.
- April 19, 20, 21 at 8:00 p.m., April 22 at 3:00 p.m.: *Alfred Hitchcock's The 39 Steps* (VC Theatre Performance), Wright Event Center. Tickets available at the door. \$10 general admissions, \$7 students, staff and seniors.
- April 20: *SITE 2011 Follow-Up*, CCCR, 1:30 – 3:00 p.m. This lunch will close out the year for SITE 2011 participants. Expect to present the work you have done as a follow-up to the SITE experience.
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- April 27: *Using Discussions and Group Tools in Desire2Learn*, LRC 205, 12:00 – 1:00 p.m. Find out how to use the discussion and group tools available in Desire2Learn to stimulate interaction among students in your online classes.
- May 2: *VC Book Group Meeting*, Administrative Conference Room, 12:00 – 1:00 p.m. Join fellow readers for a lively discussion. This month's meeting will focus on *Room* by Emma Donoghoe.
- May 3, 4, 5: *Dance Department Spring Concert*, Wright Event Center, 8:00 p.m.
- May 4: *Open Forum*, Wright Event Center, 1:00 – 3:00 p.m. This final forum of the year will include a presentation by Vice Chancellor Johnson, an update on significant changes that will impact the ability of students to enroll, a discussion of the functional map, and breakout sessions for division meetings.
- May 16: *Graduation!* Ceremony begins at 11:00 a.m. More details to follow.

For a full list of athletic events and student performance activities, check the college web page.

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Clare Geisen

From: Robin Calote
Sent: Wednesday, August 15, 2012 2:09 PM
To: AllUsersVC \
Subject: Update #77: Accreditation Follow-Up Report; Change in Forum Date; Governance Handbook; Classified Professional Development; "Business Tools" Resource

Ventura College Colleagues:

Accreditation Follow-Up Report: As discussed at this morning's Flex Day meeting, our college follow-up report to the Accrediting Commission is ready for your review. Please provide your feedback to your respective senates and/or forward any issues of concern directly to my office. The Board of Trustees will see our draft report at its September meeting, so your first round of feedback is due to me no later than Monday, August 27. The report has been posted to the portal and is available at the following link:
<http://domapps.vcccd.edu/Announce.nsf/0/3E9ED7ACD7CD7C9588257A5B0072493C/%24File/Accreditation%20Follow-up%20Report%208-15-12.pdf?OpenElement>

Change in First Forum Date and Location: The date of our first open college forum has been changed to Friday, September 28, and the location has been moved from the Wright Event Center to Guthrie Hall. The time for the forum remains 1:00 – 3:00 p.m. Chancellor **Jamillah Moore** will be our guest for a portion of this forum. At this meeting we will also be continuing our efforts to revise our mission statement and we will be reviewing our college's institutional effectiveness data.

Participatory Governance Handbook: In order to address several district-level accreditation concerns, last spring the District Consultation Council worked for many months on a revision to the district *Participatory Governance Handbook*. This document identifies the charge of district-wide decision-making, advisory, and governance recommending bodies, maps the path of recommendations moving from these groups to the Board of Trustees, and provides for lines of feedback from the groups receiving recommendations. Here is a brief overview of significant changes from the past:

- **District Consultation Council:** This representative group has added district-wide planning to its charge.
- **District Council on Accreditation and Planning (DCAP):** This newly-formed group is an evolving body established to address immediate accreditation and planning issues. As such, DCAP advises the Chancellor, through Cabinet and the District Consultation Council, on matters pertaining to the development, monitoring, and evaluation of district-wide planning and accreditation cycle activities.
- **Institutional Research Advisory Committee (IRAC):** IRAC is charged with supporting district and college decision-making in the areas of enrollment management, planning, academic program review, performance and outcomes assessment, accreditation, and organizational development. IRAC functions include coordination of research activities, developing, evaluating and regularly distributing basic community demographic information and performance indicators through the district-supported DataMart; and assisting to ensure correct and complete MIS data collection and submission to the California Community College System Office.
- **District Council on Academic Affairs (DCAA):** The group District Council on Academic Affairs advises the Chancellor through Cabinet and the District Consultation Council regarding instructional program development and related Board policies, administrative procedures, and standard operating practices; DCAA facilitates the coordination of District college programs and reviews institutional offerings for redundancy, growth and development, and discontinuance; and prepares the initial draft of the educational master plan as it relates to instruction and student services. The District Council on Academic Affairs is advised by two District workgroups on academic and professional matters, the **District Technical Review Workgroup, Instruction (DTRW-I)** and the **District Technical Review Workgroup, Student Services (DTRW-SS)**. DCAA replaces the former District Council on Student Learning (DCSL) and DTRW-I replaces the former District Technical Review Workgroup (DTRW) that dealt exclusively with curriculum.

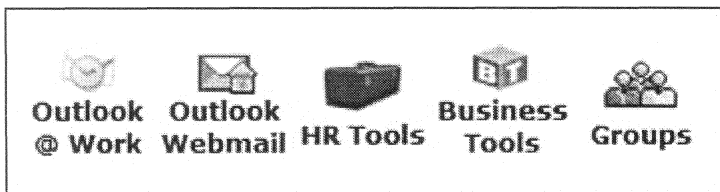
The full updated Participatory Governance Handbook can be found at the following link:

http://www.vcccd.edu/assets/pdf/about_the_district/Participatory_Governance_Handbook%20rev06.19.12.pdf

Accrediting Commission Workshop on VC Campus: The Accrediting Commission is sponsoring a regional workshop at Ventura College on Friday, October 19, 2012. The workshop will provide an opportunity to discuss and share experiences with colleagues about the core issues related to program review and integrated planning. Topics covered will include the expectations of the Commission for program review and integrated planning, data collection, and descriptions of single college and multi-campus models. Our district is on the agenda to present our famous multi-campus model I mentioned at this morning's Flex Day meeting. Attendance is free and each college can register up to five people for the workshop. **Peter Sezzi** (Academic Senate), **Kathy Scott** (Institutional Effectiveness), and **David Keebler** (Business Services) will be three of the five, with the remaining two slots yet to be filled.

Classified Professional Development: The college's Professional Development Committee has been expanded to now include activities for classified employees as well as faculty members. In addition, \$5,000 in one-time dollars have been allocated to support speakers, workshops and other professional development activities for classified employees as designated by the Professional Development Committee. For more information about professional development, contact **Gwen Huddleston** or **Sharon Beynon**.

Business Tools: Many of you may already be familiar with the district's human resources "toolbox" on the portal, which provides links to procedures and forms related to the employment process. Business operations has now followed suit with its own Business Tools link, which can also be found on the portal. Look here for information about such topics as cash handling, parking, purchasing, insurance, vehicle use, field trip requirements, and more.



Updated Resource Documents: A number of resource documents are available as links on the web page or the college portal. They are:

- Draft: *Accreditation Follow-up Report*:
<http://domapps.vcccd.edu/Announce.nsf/0/3E9ED7ACD7CD7C9588257A5B0072493C/%24File/Accreditation%20Follow-up%20Report%208-15-12.pdf?OpenElement>
- *[District] Participatory Governance Handbook, 2012*:
[http://www.vcccd.edu/assets/pdf/about the district/Participatory Governance Handbook%20 rev06.19.12.pdf](http://www.vcccd.edu/assets/pdf/about%20the%20district/Participatory%20Governance%20Handbook%20rev06.19.12.pdf)
- *Institutional Effectiveness, Moorpark, Oxnard and Ventura Colleges*:
http://www.vcccd.edu/departments/institutional_research/IE_reports.shtml
- *The Integrated Planning Manual*:
[http://myas.vcccd.edu/public/vc/Ventura College Integrated Planning Manual July-2012.pdf](http://myas.vcccd.edu/public/vc/Ventura%20College%20Integrated%20Planning%20Manual%20July-2012.pdf)
- *The Full-Time Faculty Handbook*:
http://www.venturacollege.edu/faculty_staff/handbooks/Full%20Time%20Faculty%20Handbook%202012.pdf
- *The Part-Time Faculty Handbook*:
http://www.venturacollege.edu/faculty_staff/handbooks/Part%20Time%20Faculty%20Handbook%202012.pdf
- *The Classified Staff Handbook*:
http://www.venturacollege.edu/faculty_staff/handbooks/Classified%20Staff%20Handbook%202012.pdf
- *The Making Decisions at Ventura College* document:
http://www.venturacollege.edu/faculty_staff/committees/Making%20Decisions%20at%20Ventura%20College%202012-2013.pdf

Ongoing List of Upcoming Events:

- September 28: *Open Forum*, Guthrie Hall, 1:00 – 3:00 p.m.

- September 29: *Performing Arts Center Open House*, PAC, 3:00 – 8:00 p.m.
- September 30 at Oxnard College: *Los Valientes Performance*, Oxnard College Performing Arts Building, 4:00 – 6:00 p.m., followed by fiesta celebrating Hispanic Heritage Month, Oxnard College Condor Café, 6:00 – 8:00 p.m. Tickets \$20 in advance and \$25 at the door. Call the Oxnard College Foundation at 805-986-5889 for more information

For a full list of athletic events and student performance activities, check the college web page.

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Clare Geisen

From: Pam Eddinger
Sent: Tuesday, July 31, 2012 8:04 PM
To: Clare Geisen
Subject: FW: Save the Date: Y'all Come: Review of College-District Functional Map Draft - Wednesday, May 2

For your evidence file, recommendation one.

From: Louise Christener
Sent: Thursday, April 19, 2012 8:58 AM
To: AllFacultyFTUsersMC; AllFacultyPTMC; AllManagersMC; AllSupervisorsMC; AllClassifiedUsersMC
Subject: Save the Date: Y'all Come: Review of College-District Functional Map Draft - Wednesday, May 2

Sent on behalf of Pam Eddinger

Save the Date

We are currently working District-wide to address the Recommendations made by the visiting team from the Accrediting Commission of Community and Junior Colleges (ACCJC). A report delineating our progress and work product will be submitted to the Commission in mid-October 2012.

On **May 2nd, 3:30-4:30 p.m., in Campus Center Conference Rooms A & B**, we will conduct a *Y'all Come* at the college to review a draft of the College-District Functional Map. Our work on the Functional Map will address the following District Recommendation:

District Recommendation: 1

In order to meet the Standards, the District, in concert with the three colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the college-to-college responsibilities, and that also incorporate the relationship of major District and college committees established to assure the integrity of activities related to such areas as budget, research, planning, and curriculum. (IV.B.3.a-b, IV.B.3.g)

I look forward to your attendance.

Regards,

Pam Eddinger
President
Moorpark College

Clare Geisen

From: Karla Banks on behalf of Richard Duran
Sent: Wednesday, May 02, 2012 7:53 AM
To: AllUsersOC
Subject: REMINDER - OC Forum on VCCCD Functional Mapping, TODAY at 12:00 PM @ JCC-3B
Attachments: Governance Process Chart rev 04.06.12.pdf; Participatory Governance Handbook rev 04.06.12.pdf

REMINDER

From: Karla Banks
Sent: Friday, April 27, 2012 4:03 PM
To: AllUsersOC
Subject: OC Forum on VCCCD Functional Mapping, 05/02/12, 12:00 PM @ JCC-3B

Colleagues,

You are all invited and encouraged to attend Oxnard College's campus-wide forum scheduled for **Wednesday, May 2, 2012, 12:00 PM – 2:00 PM, in Room JCC-3B**, regarding VCCCD Functional Mapping which addresses District accreditation Recommendation #1 as follows:

In order to meet the Standards, the District, in concert with the three colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the college-to-college responsibilities, and that also incorporate the relationship of major District and college committees established to assure the integrity of activities related to such areas as budget, research, planning and curriculum.

Please review the attached documentation in preparation for the forum discussion. Our goal is to make you aware of the work done to-date and for you to provide input into the VCCCD Governance processes identified. If you are unable to make the forum but would like to comment. Please email Karla Banks at kbanks@vcccd.edu with your questions, comments or suggestions. Thank you.

We hope to see you all there.

Richard Durán, Ed.D.
President
OXNARD COLLEGE
(805) 986-5808
rduran@vcccd.edu

Clare Geisen

Subject: OC Forum on VCCCD Functional Mapping
Location: JCC-3B

Start: Wed 5/2/2012 12:00 PM
End: Wed 5/2/2012 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Richard Duran

Required Attendees: AllUsersOC

Optional Attendees: Mel Soto; Maria Cervantes; Karla Banks; Dennis Marletti; Gregory Beckley; Robert Cabral; Carmen Guerrero; Gail Warner; Lisa Hopper; Dana Sullivan; Jonas Crawford; Kim Karkos; Lilia Ruvalcaba; Linda Kamaila; Jose Ortega; Ana Valle; Robin Drew; Leo Orange; Erica Eads; Maria Flores; Thomas Stough; Daniel Reyna; Linda Arth; Shirley Gratner; Will Deits; Caroline Tannehill; Bola King-Rushing; Harleen Sindher; Cynthia Herrera; Marjorie Price; Diane Rausch; James Meznek

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Please review the attached documentation in preparation for the forum discussion. Our goal is to make you aware of the work done to-date and for you to provide input into the VCCCD Governance processes identified. If you are unable to make the forum but would like to comment. Please email Karla Banks at kbanks@vcccd.edu with your questions, comments or suggestions. Thank you.

We hope to see you all there.

Richard Durán, Ed.D.
President
OXNARD COLLEGE
(805) 986-5808
rduran@vcccd.edu



Governance Participatory
Process Chart Governance Plan

Clare Geisen

From: Patti Blair on behalf of James Meznik
ent: Friday, April 13, 2012 4:27 PM
o: Arshia Malekzadeh; ASVC Executive Director; ASVC Director of External Affairs; ASVC President; ASVC Vice President; Christopher Laracruz; Clare Geisen; Conni Bittinger; Connie Owens; Dan Casey; Handel Evans; James Meznik; Jennifer Holst; Karen Bulger; Karla Banks; Laura Brower; Laura Galvan; Laurie Nelson-Nusser; Louise Christener; Maureen Rauchfuss; MCAS President; OCAS President; Pam Eddinger; Patricia Parham; Patti Blair; Peder Nielsen; Peter Sezzi; Richard Duran; Riley Dwyer; Robert Cabral; Robin Calote; Steve Hall; Sue Johnson
Subject: Participatory Governance Documents
Attachments: Participatory Governance Handbook rev 04.13.12 markup.pdf; Participatory Governance Handbook rev 04.13.12 clean.pdf; Governance Process Chart rev 04.06.12.pdf

Consultation Council Members:

Attached please find the revised Participatory Governance Handbook (a clean copy and a marked-up copy) for your review. These materials will be discussed on campus shortly and will be reviewed during the Tuesday, April 17, 2012 Chancellor's Cabinet meeting. Consultation Council will review the agendized documents during the May 4, 2012 Consultation Council meeting.

Thank you all for your valuable input. We are looking forward to any further suggestions.

Jim

James M. Meznik, Ph.D.
Chancellor
Ventura County Community College District



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Clare Geisen

From: Clare Geisen
Sent: Tuesday, May 08, 2012 1:17 PM
To: AllUsersDAC
Subject: District Participatory Governance Documents -- Your Feedback Requested
Attachments: Participatory Governance Handbook rev 04.13.12 markup.pdf; Governance Process Chart rev 04.06.12.pdf

The Chancellor's Consultation Council has been working on District participatory governance documents in response to accreditation recommendations regarding organizational/functional mapping. Consultation Council revised the District's existing Participatory Governance Handbook (i.e., core content and functional mapping) and developed a Governance Process Chart. The Participatory Governance Handbook describes the participatory governance process used within the District and defines the roles and authority of various committees. The Functional Mapping (beginning on page 28 of the Handbook) describes the areas of responsibilities between the district and colleges and where responsibilities overlap. The Governance Process Chart shows the flow of decision-making/recommendations between advisory committees, decision-making bodies, and recommending bodies to the Chancellor and Board of Trustees.

Attached are current drafts of the revised Participatory Governance Handbook/Functional Mapping and the newly-developed Governance Process Chart. Drafts of these documents have been provided to the colleges for feedback, and we are seeking feedback from DAC employees. If you are interested in providing feedback, please review the documents and email or call me with any thoughts or concerns. Your input will be shared with the Chancellor and Consultation Council.

Thanks.

'are

Clare Geisen
Director of Administrative Relations
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Ventura, CA 93001
Tel. 805.652.5504
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www.vcccd.edu

Clare Geisen

From: No Reply [webmaster@vcccd.edu]
Sent: Monday, July 02, 2012 4:01 AM
To: Clare Geisen
Subject: Re: Portal Announcement - Chancellor's Monthly Update/Participatory Governance Handbook

..... This is an automated message.....do not reply

Status:

MyVCCCD Announcement Has Been Posted to the District-Wide Employee Announcement Channel and is scheduled to expire on 7/16/12

Announcement:

Please see Chancellor Meznik's final Monthly Update for June 2012 (attached). Also attached is the current version of the VCCCD Participatory Governance Handbook. If you have any questions, please contact Clare Geisen, Director of Administrative Relations, at cgeisen@vcccd.edu or 652.5504.

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