

## Shared Governance Guidelines for Committees

These guidelines are designed to support committees and their members – those new to representation and those with shared governance experience – in their efforts to carry out their respective charges. This document is also intended to provide consistency and structure for committee operations.

### Committee Membership & Participation

- Demonstrate civility at all times during meetings, even (and especially) when issues of disagreement arise. All members of the College community – classified professionals, faculty, managers, and students – are deserving of, and must be treated with, respect.
  - *Model the principles reflected in the “We Are Los Medanos College” campaign:*
    - *Respect, Compassion, Humility, Inclusion, Civility & Empathy*
- Each committee member and constituency group possess knowledge, expertise, and unique perspectives that are critical to institutional dialogue and decision-making. It is important to ensure that all voices are heard and considered, and to maintain an environment centered on communication, collaboration, transparency, and trust.
  - SGC Position Paper (p. 1)
    - *“The [shared governance] model... [benefits] from a focus on collective interests and from the coalescing of diverse perspectives contributed by all constituency groups.”*
- Committee members have been appointed to represent their constituency group, but must also work toward what is in the best interest of the institution and its focus on educating, serving, and supporting students.
  - SGC Position Paper (p. 1)
    - *“[LMC’s] Shared Governance Model gives the College a structure for creating its vision with the guiding question: what does this issue, decision (etc.) mean for us as an institution?”*
- All members should arrive prepared for each meeting, so they are in the best position to provide input and actively engage in dialogue with colleagues (e.g. review agenda and handouts in advance, be prepared to share/provide updates on follow-up items identified at prior meeting(s), etc...).
  - SGC Position Paper (p. 2)
    - *“The success of this shared governance model is predicated on the nexus of informed and effective Senates and a collaborative management philosophy. Responsible and ethical representation is critical.”*
- At the end of each meeting, the committee should identify all “report-out” information for members to share with their respective constituency group and specify any follow-up/action required for next session (e.g. bringing back constituency feedback to the committee). To facilitate consistent information sharing, “talking point” bullets can be emailed to all members following the meeting.
  - SGC Position Paper (p. 4)
    - *“The Shared Governance Council facilitates bi-directional communication among the various constituency, particularly between and among the Senates, regarding policy matters of importance to the entire College community.”*

- The work of the committee – through its action and communication – should reflect LMC’s commitment to equity and inclusion: increasing equitable outcomes and success for all students; providing equitable opportunities for all employees; and establishing institutional practices, policies, and processes that are equitable.
  - SGC Position Paper (p.1)
    - *“This model aspires to continually move us toward forward-looking decision-making, with an emphasis on equitable outcomes and processes.”*
  - For each action item/decision (or at the end of each meeting), the committee members should consider the following:
    - Are there equity issues that arise from decisions we have made (e.g. equitable distribution of resources, access to services, potential barriers created, etc...)?
      - What is the impact to our students?
      - How will various members/groups of our College community be impacted?
    - Has this meeting/process been equitable?
      - Were all members/constituencies heard and given an opportunity to contribute?
      - Were there any voices/perspectives missing that should be considered?
    - Is there any additional information or support needed to facilitate our dialogue and/or decision-making?

### Committee Operations

- The Committee Chair should conduct an “orientation” to each new member – ideally prior to attending their first meeting – to provide background and context for the committee and its work.
- At its first meeting of the academic year, each committee should review...
  - Its charge(s)/purpose (and update, as necessary)
  - LMC Mission Statement
  - Reporting relationship within the College governance structure
  - Appointed members and vacancies (if any)
  - Roles and responsibilities (e.g. chair, officers, members, support, etc...)
  - Meeting logistics (e.g. day, time, location, frequency, agenda items, etc...)
  - Protocols for action items (i.e. voting and quorum)
- Throughout the year...
  - Maintain page(s) on the College website with up-to-date/accurate information
  - Monitor progress toward charge(s) and/or goals
  - Members provide their respective constituents with reports, updates, and/or opportunities for feedback about discussions and decisions that occur during meetings
  - Utilize [SGC’s strategies \(adopted in April 2014\)](#) “aimed at increasing access to information and improving the effectiveness of campus committees and processes.”
- At the end of the academic year...
  - Document progress made (and/or challenges encountered) in accomplishing goal(s)
  - Evaluate the committee’s effectiveness in conducting its work
  - Identify any resources/support needed to improve efforts going forward
  - Provide a report on activities to the group responsible for the committee’s oversight (e.g. SGC, Academic Senate, Classified Senate, etc...)