

## COLLEGE COUNCIL FUNCTION AND MEMBERSHIP

ADOPTION: May 10, 2004

REVISED: September 14, 2009

REFERENCES: Board Policy 1001

Administrative Procedure 1001.01

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The College Council will serve as DVC's central participatory governance body, functioning as the institution's primary policy-making group. The CC makes informed recommendations to the president and acts as a collective review forum where representative leaders validate and support the integrity of the recommendations. The CC derives its authority from its representative nature, not its superior status. As a crucial component of the governance structure, the CC will provide directions to other college committees to ensure that DVC is working collaboratively on establishing institutional goals.

The charge or function of the College Council is to:

- Serves as the final recommending body to the president on college-wide procedures and policies (excluding academic and professional matters as defined in DVC Procedure 1009, Board Policy 1009, District Administrative Procedure 1009.01 and Title 5, Section 53200). Once consultation has occurred, the results will be reported at College Council as an information item.
- Recommends annual and multi-year college objectives and goals from the DVC Strategic Plan and leads in their implementation.
- Responsible for the college-wide implementation of the College's mission, values, vision and philosophy statements.
- Participates in a comprehensive review (using an approved procedure, timeline and rubric) of the effectiveness and inclusiveness of the College Council.
- Reviews requests and proposals from college committees for final recommendation to the college president.
- Works closely with reporting committees to ensure work is aligned with college goals and plans. Recommendations made by committees to College Council will be accepted or a written response will be provided stating the reason(s) why the recommendation was not approved.
- Monitors and makes recommendations on the formation of new college committees or the continuation of existing committees.
- Models and facilitates effective communication among college entities and among constituent groups by establishing, using, and supporting minimum standards for communication (frequency and methods).
- Engages in collegial dialogue and collaborative decision-making that encourages and includes input from areas of expertise and those who will be affected by the decisions.
- Takes responsibility for the dissemination of information concerning college plans, policies, procedures and initiatives.
- Recommends allocation of college resources to the president, based on validated, prioritized program reviews, approved college-wide plans and initiatives, District/State mandates and requests from college-wide committees.

Membership includes the following groups:

College President: Ex Officio

Classified Staff:

1. Classified Senate president (or designee)
2. Classified representative at large
3. Classified representative from student services
4. Classified representative from instructional services

Faculty:

1. Faculty Senate president (or designee)
2. Faculty representative at large
3. Faculty representative at large (preferably a current department chairperson)
4. Faculty representative from student services

Management:

1. Management representative: a vice-president
2. Management representative: a student services dean
3. Management representative: an instructional dean
4. Management representative: at large

Students:

1. ASDVC president (or designee)
2. Student representative
3. Student representative
4. Student representative from the San Ramon Campus

### ***Meeting Times and Days***

Once a month (more frequently, as needed). All meetings are "noticed" in accordance with the Brown Act and minutes are taken and disseminated for each meeting for which there is a quorum.

### ***Reporting Status***

The College Council reports directly to the president of the college.

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### ***Chairperson***

A chair, vice-chair and a permanent student vice-chair. The chair will be a one-year appointment and will rotate among the classified, faculty and management representatives. The vice-chair will also be a one-year appointment and will be rotated among the same three groups, with the understanding that the vice-chair will always be from a different constituent group than the chair and that the vice-chair will become the chair the following year.

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