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Shared Governance and Committee Structure

Self-Evaluation

1. Committee or Group's Name

2. Review the definitions of the different groups on campus as stated in the Gavilan College Organization and Governance Handbook (pp. 22-23) and indicate which best represents your group.

- Shared Governance Standing Committees
- Operational Committees
- Ad hoc Committees, Subcommittees, Task forces, and Workgroups
A. If you indicated *Ad hoc Committees, Subcommittees, Task forces, and Workgroups* please indicate which Standing Committee or Operational Committee you operate under as required by the Gavilan College Organization and Governance Handbook.

Leadership and Representation

3. Chair or Co-chairs' Name(s)

4. If required, list your committee members by the appropriate constituent group they represent. Include your committee special representation required by internal or external governing documents. Also include chair(s) and any individuals that participate on the committee as resources.

Chair	
Co-chair (If required)	
Classified	

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Professionals	
Faculty	
Students	
Administrators	
Voting member	
Voting member	
Voting member	
Voting member	
Voting member	
Voting member	
Voting member	
Resource	
Resource	

5. If your group does not require constituency representatives, briefly explain why not.

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Communication

6. Does your committee have a Gavilan College webpage?

YES

NO

A. If yes, please include the link below:

7. Does your membership bring information and perspectives from their constituencies into the Shared Governance Committee dialogue as well as bring information and perspectives from the Shared Governance Committee back to their constituencies?

YES

NO

A. If you indicated yes, please describe how your membership accomplishes question #7. If you indicated no, please indicate a plan of action to improve the communication between membership and the constituency groups they represent.

8. Does your committee establish and publish an agenda for each meeting in a timely manner by using the Brown Act as a goal?

YES

NO

My Committee is not required to follow the Brown Act.

A. If you indicated "Yes" to the above question, briefly describe locations your agenda is published meeting the Brown Act.

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Purpose and Goals

9. Please describe your committee's overall purpose.

10. Does your committee have annual goals and objectives?

- YES
- NO

11. Does your committee have a method of evaluation for the annual goals and objectives?

- YES
- NO

12. Please describe how your committee's goals and objectives support the college's strategic plan. The current plan can be found at

[http://www.gavilan.edu/administration/board/Gavilan StrategicPlan 2017 2022,%20BOT%20Approved.pdf](http://www.gavilan.edu/administration/board/Gavilan_StrategicPlan_2017_2022,%20BOT%20Approved.pdf)

13. When your committee does work relevant to Accreditation Standards, does your committee collect evidence to support that the work is meeting the Standard(s)?

14. Any additional comments concerning your goals/objectives?

15. Please describe how your group is either currently supporting or plans to support our College Principles of Community (<http://www.gavilan.edu/about/index.php>) and Student Equity.

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Procedures

16. Does your committee follow Robert's Rules of Order?

- YES
- NO
- My Committee is not required to follow the Roberts Rules of Order

17. By-Laws. All Standing Committees and Councils must also have corresponding by-laws that clearly establish their charge, role, and contribution to the Shared Governance Process, and shall abide by the operational requirements outlined in the Gavilan College Organization and Governance Handbook starting on page 23- 25. The handbook can be found at https://www.gavilan.edu/committee/docs/SharedGovernanceHandbook_2018.pdf

A. Do your current by-laws reflect the Handbook's operations?

- YES
- NO

B. If not, please indicate your plan and timeline to update your by-laws

18. Do your by-laws align with the Gavilan College Organization and Governance Handbook, Board and Administrative policies, or any other internal or external governing documents?

- YES
- NO

19. How often do you update your by-laws?

20. Please include a copy of your by-laws with this evaluation.

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