GOVERNANCE: TERMS TO KNOW

The following terms are commonly used throughout documents related to governance at ARC. The definitions are intended as a guide to understanding the documentation rather than a comprehensive description.

Basecamp

Basecamp is a collaboration tool used by the membership of a specific council or project

Charter
(Council Charter or Project Charter)

A charter defines what a council or project team is expected to do, how long it will last, how its membership is constructed (i.e., ex-officio and appointed members), the boundaries of what it is authorized to do, and other details. Charters are established with input and recommendations from the Executive Leadership Team while the College President retains final decision-making authority.

Constituency

A constituency is a group that is represented by a particular organization. For example, the student constituency is represented by the Associated Student Body (ASB).

Consensus

Councils and project teams use a consensus-based method to make decisions. This method seeks agreement of the group (consensus) through good-will attempts to resolve each participating member's concerns before asking for agreement and closing a discussion.

Council

A council is a governance group that includes members from constituent groups and is charged with a specific function which is described in its charter. At ARC, councils are typically chartered for three-year periods.

Deliverable

Deliverables are tangible items or outcomes which are assigned as work to councils or project teams through their charters. An example of a deliverable is a report that is due at the end of a project. Once completed, project deliverables are submitted (or delivered) to the sponsoring council for recommendation to the Executive Leadership Team. Council deliverables are submitted directly to the Executive Leadership Team.

Forward Motion

Highlights of governance activities and progress are communicated to the college community on a semi-monthly basis through a publication called Forward Motion which is distributed and posted to the ARC web site.

Framework

The ARC Governance Framework is the overarching document which describes the framing concepts, structures, functions, and processes related to how participatory governance is conducted at American River College.

Governance

Governance involves how policies, practices or procedures are established to guide the operation of the college. Participatory governance is a collaborative goal-setting and problem-solving process built on trust and communication that involves representatives from appropriate constituent groups who engage in open discussion and timely decision-making.

IGOR

The Institutional Governance Online Repository, also known as IGOR, serves as both an archive and communication system for governance records. These records include membership rosters, meeting agendas, meeting notes, project deliverables, templates, and other related files.

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Participation Charter   The Participation Charter describes the processes, such as consensus decision making, and requirements for all sponsored governance groups to ensure continuity with college values, support effective participation by existing and emerging leaders, and achieve specified results. The same participation charter is used by all councils and projects.

Perspective   Individuals are assigned or appointed to governance groups (i.e., councils and project teams) based on a desired perspective that is considered beneficial to inform the work of the group. A perspective is typically based on the knowledge or responsibilities that an individual can contribute based on their association with the college. It may be an ex-officio role held by the individual (e.g., college president), a constituency group experience that is represented (e.g., student representative), or an area of expertise (e.g., distance education coordinator). While a person may hold multiple roles and be able to supply a variety of perspectives, the roster designates the primary perspective that they are expected to contribute when acting as a member of the specified governance group.

Project Team   A project team is a work group sponsored by a council and charged with specific tasks that are described in an approved project charter. Project teams usually focus on designing or implementing solutions. At ARC, project teams are typically chartered for one academic year.

Senate   A senate is a governance entity that represents a particular constituency (students, classified staff, or faculty). Senates operate in accordance with California Education Code, Title 5 regulations, and Los Rios Board Policy.

Steward   A project steward may be assigned as a resource to handle specified project management tasks. These tasks are coordinated with the project's lead/co-lead.

Work Plan   Once a project is chartered, the project lead/co-lead (or steward) will estimate the amount of work involved and develop a detailed work plan that outlines how the work required by the project charter will be completed within the amount of time available. The work plan is shared with the project team to establish expectations and can also be used to monitor project progress.

For further information on how governance operates at American River College, please visit:

ARC Governance Web Site: http://www.arc.losrios.edu/About_ARC/ARC_Governance.htm

ARC Governance Framework: http://www.arc.losrios.edu/About_ARC/ARC_Governance/Governance_Framework.htm