

San Diego Miramar College

Participatory Governance Training

1. Overview of Participatory Governance
 - a. Academic Senate
 - b. Classified Professionals Senate
 - c. Associated Student Government
 - d. Management

2. College Governance Handbook
 - a. Role and Purpose of Committees
 - b. Participatory Governance Committees
 - c. Academic Senate Committees
 - d. Workgroups/Taskforces/Ad Hoc

3. Guiding Principles
 - a. Brown Act
 - b. Roberts Rules of Order
 - c. Collegiality
 - d. Communication

4. Committee Member Roles
 - a. Chair(s)
 - b. Voting Members
 - c. Ex-Officio
 - d. Guests

5. Conducting a Meeting
 - a. Agendas
 - b. Meeting Notes
 - c. Quorum
 - d. Voting Process
 - e. Forwarding Recommendations