Governance Structure Group Request Guide

The Governance Structure Request Form is completed for three types of requests: New Group, Change Group, Deactivate Group (see below). When completing a request form, submitters should first identify the Council or committee (parent group) to which the group will report. Once completed, the form is forwarded to the chairs of the parent group and routed through governance for approval.

1. **Determine the type of request you are submitting, New, Change, or Deactivate**. ***If you are changing or deactivating a current group, request the most current version of the governance structure form from the Superintendent/President’s Office.***

New Group Request

Before proposing a new structure request, consider if a request is needed. Is there already an established governance structure that is responsible for the charge? Is the proposed charge that of a governance planning council or operations committee or is there a department that is responsible for the proposed operations? When proposing a new group, use the blank governance structure form included on the last page of this document.

Change Request

Sometimes, a governance group may want to change its purpose, product, meeting times, or members. In these cases, an updated governance structure form is completed. ***When proposing a change, you will edit the most current version of the governance form.*** To do this, change the request date to the date you will present to the parent group. In the Action Request field, select “Change” from the drop-down menu and note the type of change requested (e.g., name, purpose, of membership change). Edit the current form using track changes (e.g., striking out outdated text and adding any new text in red for easy viewing).

Deactivation Request

To dissolve a governance group, you will once again work with the current structure form. Change the request date to the date you will present to the parent group. In the “Action Request” field, select “Deactivation” from the dropdown menu. Add “Disband” watermark to the form.

1. **Follow step-by-step instructions to complete the form:**

**Date:** Enter the date of the structure request. This should be the date the structure request is submitted for review to the council/committee to which it will report.

**Proposed Name of Requested Group:** Enter or edit the name of the group. Consider if this group is a Council, Committee, Subcommittee, or Task Force. Reference the [Governance Structure Handbook – Types of Groups](https://www.palomar.edu/governance/wp-content/uploads/sites/194/2023/08/GovernanceStructure_and_Participation_Handbook-Final.2022.03.15-1.pdf#page=15) for group type definitions and membership guidelines.

**Request Submitted By:** Enter the name of the person(s) and title of the person(s) submitting the governance request.

**Group Type:** Using the drop-down menu, select the group type (e.g., Council, Committee, Subcommittee).

**Action Requested:**  Using the drop-down menu, select type of request (New, Change, Deactivation) If this is a change to the structure, identify the type of change (e.g., name, purpose, of membership change) in the box.

In the appropriate area of the form, make the requested change(s) by striking outdated text and add any new text in red for easy viewing.

Example:

~~Academic Technology Chair~~ Distance Education Coordinator

**Reporting Relationship:** Identify the governance group to which the structure will report. List the group’s full name in this field (i.e., Infrastructure and Sustainability Council)

**Purpose: *Clearly and succinctly*** identify the purpose of the group structure. See the [Governance Structure Handbook – Governance Groups](https://www.palomar.edu/governance/wp-content/uploads/sites/194/2023/08/GovernanceStructure_and_Participation_Handbook-Final.2022.03.15-1.pdf#page=17) for purpose text of existing structures for reference.

**Products:** Identify specific plans or products produced by the governance group.

**Meeting Schedule:** Identify when and how often the group will meet. Ideally, a specific meeting time will be established prior to submission so potential members may consider their availability. However, if necessary, the specific meeting days/times may be listed as TBD.

**Chair(s):** List the Chair, co-chairs, or tri-chairs of the group.

**Membership:** List the proposed membership of the group. Reference the [Governance Structure Handbook – Types of Groups](https://www.palomar.edu/governance/wp-content/uploads/sites/194/2023/08/GovernanceStructure_and_Participation_Handbook-Final.2022.03.15-1.pdf#page=15) membership guidelines. For example, if the group is a council, committee, or task force, then constituent representation is required.

IMPORTANT: When listing named positions, use the official title of the position as listed on the [Human Resource Services employee job descriptions/classifications webpage](https://www.palomar.edu/hr/employees/classifications/).

When listing non-named positions, list the number of representatives for the constituency group and which group will appoint the representative(s).

Chair, co-chairs, or tri-chairs do NOT need to be included in the membership list as they are noted in the Chair section of the form. If a representative from a specific division is listed, the appropriate Vice President should be identified as the individual who appoints.

Example of group membership list:

* Director of Information Services
* Distance Education Coordinator
* One (1) Fiscal Services Representative, appointed by the VPFAS
* Four (4) Faculty Representatives, appointed by Faculty Senate and PFF through
* collaboration
* Four (4) CCE Representatives, appointed by CCE
* Two (2) CAST Representatives, appointed by CAST
* Two (2) Student Representatives, appointed by ASG
* One (1) Representative from Student Services, appointed by the Assistant Superintendent/Vice President of Student Services.

**Dates of Approval:** Note the purpose of the review and date of approval. To track the history of group activation and revisions, note the purpose of review, date of first reading and approval of parent group, and date of approval by College Council. Note - the Executive Administrators moving the documents through the governance process should confirm this is completed correctly. ***Note - if changes are made (friendly amendments) during the approval process, the EA should make sure these changes are documented before moving the form forward to the next level.***

Examples:

Structure created – New Council

Approved by Strategic Planning Council: 12/1/2020

Structure revision – Membership change

Approved by ISC: 10/15/2021

Approved by College Council: 10/22/2021

Structure revision – Membership change

Approved by ISC: 3/3/2023

Approved by College Council: 3/10/2023



**GOVERNANCE STRUCTURE GROUP REQUEST**

**Date:**

|  |  |
| --- | --- |
| **Proposed Name of Requested Group:**  |  |
| **Request submitted by:**   |  |
| **Group Type:** Committee | **Action Requested:** Choose an item.If Change, identify type of change: |
| **Reporting Relationship:**  |
| **Purpose:** |
| **Products:**  |
| **Meeting Schedule:**  |
| **Chair(s):**   |
| **Members:**  |

Structure created – New Council

Approved by [Parent Group]: [Date]

Approved by College Council: [Date]

Structure revision – [Note type of change]

Approved by [Parent Group]: [Date]

Approved by College Council: [Date]