

Best Practices for Student Voices in Shared Governance

Governance is defined as "the ongoing and integrated process of planning and decision-making. Based on the assumption that the active participation of all constituent groups and consideration of diverse viewpoints are essential for effective college planning, governance at De Anza College includes faculty, staff, students, and administrators."

(<https://www.deanza.edu/gov/>)

The spirit of this document comes from the desire for all members of the De Anza College community to engage in mutually meaningful participation in the process of shared governance.

Students will...

1. **Be trained** on effective advocacy in shared governance committees in order to understand the governance processes at De Anza College and their role as student representatives in this process.
2. Come to shared governance meetings **prepared**, having reviewed the agenda, and reaching out to the respective chair if clarification is needed.
3. **Maintain consistent communication** by announcing information at shared governance committees and reporting back to the DASB Senate as needed.

Committee and committee chairs will...

4. Be mindful of the impact of items that should be sent to DASB for consultation and **ask the student representative their feedback** on student oriented issues or agenda items.
5. Ensure that every student oriented agenda item **explains how students will be impacted** and provide the opportunity for the student representative to **voice questions and/or concerns**.
6. Encourage the student representative/s to **share agenda items discussed with DASB, gather feedback and information, and return to meetings** with questions or feedback when needed.
7. **Model** positive communication and equitable leadership practices to create a safe space that is mindful and inclusive of students.
8. Understand their **role as mentors** for student leaders and model effective participatory practices.
9. Be aware of the **impact power dynamics** have on students' comfort levels and encourage ongoing attendance and participation.
10. Establish a regular committee attendee (faculty, staff, or administrator) who serves as a "**shared governance mentor**" to the student representative to:
 - a. Work with the student to establish role and provide training.
 - b. Help the student feel welcome and supported.
 - c. Sit by the student during the meeting to quietly answer questions and clarify material if needed.
 - d. Check in with the student after the meeting or on a regular basis.
 - e. Support student through troubleshooting if issues come up.
11. **Allocate agenda time** for students to provide updates from DASB Senate and report any appropriate student issues, asking questions if needed.
12. **Remain in contact** with the DASB Advisor in the event the student representative stops attending, the committee meeting time or location changes, or if any other concerns arise.
13. **Incorporate** these practices into bylaws or protocols.

Developed by Student Voices in Shared Governance Task Force

Revised: March 6, 2018

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