Governance Task Force
Letter to governance groups March 2011

Hello, we are the Governance Task Force (GTF), created by College Council in fall 2010 to produce a governance handbook describing governance and decision-making processes at De Anza. The GTF was created in response to the Accreditation Steering Committee’s recognition of the need to establish regular reviews of governance groups and processes on campus consistent with Standard IV.A.5.

Several years ago College Council agreed to a series of guidelines to begin the improvement of shared governance at De Anza. The GTF is committed to fulfilling this work, beginning with the description of governance bodies and processes on campus, and then moving to the development of a framework for the regular assessment, evaluation and enhancement/improvement of governance processes on campus.

Most importantly, the results of this work will provide our campus community with a useful resource that will describe the various governance groups and processes that are central to decision-making at De Anza. The online handbook and Governance organization chart, to be posted on the De Anza Governance web page (http://www.deanza.edu/gov/), will give new and existing faculty and staff a clear sense of how governance works and how they can get involved.

We are contacting you because you are one of the governance groups on campus. As such, we are asking that you respond to the template prompts to the best of your ability. This information will be used as part of the description of governance groups. **We recommend that the group respond to these prompts in a collective manner rather than assigning one person to complete it.**

Please find the attached document ("governance template") requesting information about your group (title, mission/charge, structure/membership, terms, process, etc.). The template can also be found online at http://www.deanza.edu/gov/govworkinggroup/

Thank you for your attention to this matter. Please respond by April 15.

We will also be providing you with the GTFs responses in a later e-mail.

Thank you for your help and your participation in governance at De Anza.

The GTF,

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