

# Samples of Decision Review Sign-off Sheets

## Participatory Governance Process Form

Title or Subject of item(s) (draft attached) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_

### Purpose of Submission

New Policy and/or procedures \_\_\_\_\_

Modification to current policy or procedure # \_\_\_\_\_

Deletion of policy and/or procedure: \_\_\_\_\_

Mandated: \_\_\_\_\_

Other: \_\_\_\_\_

(Non-Policy)

Justification for Submission:

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### Proposed Schedule

Group	Step	Target Dates
Shared Governance	Information	
Constituent Groups	Information	
	Discussion	
Shared Governance*	Action	
	Discussion	
Governing Board**	Action	
	First Reading	
	Second Reading	
	Action	

\* Discussed and agreed upon by Shared Governance Council

\*\* Determined by Superintendent-President (Chancellor)

Date on Shared Governance Council Agenda: \_\_\_\_\_

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## Certification of Policy/Procedures Discussion With Unit Membership

Title or Subject \_\_\_\_\_  
(Policy/Procedures)

The following representatives certify by their signature that the attached policy/procedures have been discussed with their organizational membership. The signatures do not attest to the approval or disapproval of the submitted policy/procedures.

### Faculty:

CTA/CCA \_\_\_\_\_  
Signature Date

Academic Senate \_\_\_\_\_  
Signature Date

### Classified:

Local XX \_\_\_\_\_  
Signature Date

CSEA \_\_\_\_\_  
Signature Date

### Management:

Educational Administrators \_\_\_\_\_  
Signature Date

Classified Management/  
Supervisory/Confidential \_\_\_\_\_  
Signature Date

### Students:

ASG Officer \_\_\_\_\_  
Signature Date

ASG Officer \_\_\_\_\_  
Signature Date

### Administration:

College President \_\_\_\_\_  
Signature Date

Chancellor/Cabinet \_\_\_\_\_  
Signature Date

# **Samples of Decision Review Sign-off Sheets**

## **Appendix E: Samples of Senate—Bargaining unit Joint Issue Committees**