Shared Governance Retreat Notes and Recommendations

1. Context
   a. **Difference** between shared governance committee and work groups (input and tasks versus governance). Committees play role as a first level managers in terms of their administrative task load; they participate in running the college.
   b. Program Review might be considered first line program managers—need time at department levels to produce.
   c. Context
      i. 70 million in operations
      ii. 700 personal
      iii. Facilities
      iv. To Do: Planning and strategy, feedback and assessment, operations and implementations
2. Role of President:
   a. Facilitate community collaboration and decision making, build transparency, strategy when to move on decision **Differentiate Community College and wider community**
   b. Dissenting opinions
3. Role of Administration: not simply implementation, also vision
4. Process: Voices heard early and often, lines of communication clear enough to say you had your chance
5. Decision making: consensus can drown out minority voice, decision should not be made according to who shows up in the room, process to gather input at larger level including those outside the committee should be incorparated
6. Process: Need…vetted in committees…. to President….vetted at larger community level… to board
7. Shared governance is part of everyone's job **Website Spot with info dashboard, shared rec folder, inter and intra collegial consultation form**
8. Committee Types: shared governance committees, task committees, cyclical task committees, ad hoc committees
9. Support Needed:
   a. Reassign time for minutes
   b. Reassign time for chairs
   c. training
10. What is your role on the committee? Represent division? Represent committee? Represent self? Represent program? The role of each member should be defined in the charter for that committee and/or in our larger documents.
11. Mandates: some committees operate under external mandates (some that can be interpreted internally), some not
12. Culture: Shared governance is part of our job and our roles are valuable; participation essential and expected; all responsible, oversight and accountability, legitimate

Shared Governance Committees

Academic Senate – handle own membership

Curriculum (senate sub-group)

(t)cool (reporting to curriculum, report to Senate))

Student Senate – handle own membership

Classified Senate – handle own membership

(College Council –handle own membership (**empowered to send items back for further vetting/consideration—could send to originating committee and/or other committees, approves the addition of standing committees)**

Integrated Institutional Planning Committees, also shared governance

*PRBC (**Tasks:** Accreditation, Program Review, Strategic Goal Plan, Resource Planning and Implementation)

Membership: Task Related Functional Representation w/ core representatives and committees reporting and collaborating as needed)

A. **Core: College-wide Reps, e.g. IR, Library, LC Academic Support, Student Services; Administrative Reps, e.g. Deans and VP's; Division Reps, and Committee Reps, e.g. Budget, Institutional Assessment and Accreditation, CEMC)**
B. **(Occasional: Tech, Facilities)**
C. One big meeting with Facilities, Tech, etc… at the start of every semester
D. ***Budget committee sub-committee of PRBC**
E. **Grants Advisory** is sub-committee of PRBC

Task Committees (assigned a particular task as part of shared governance and administrative process, should be aligned with college planning)

Institutional Assessment (formally SLOAC): SLO's, SAO's continual improvement

Accreditation – ad hoc cyclical meeting bi-yearly

CEMC –connected to planning and impact –union appointed

Prioritization – cyclical task committees

staff development including CTL

equity, BSI, SSSP (combined work group)

College Instructional Technology and Facility Resources (combines IT and facilities)

(T)Facility Use: sub-committee, with a member serving on the district committee

(T) Instructional technology: sub-committee, with a member serving on the district committee

Eliminated Committees:

(t)Bookstore – out

Academic policy (out)

(t)Public Art – out

(t)health and safety--out

Recommendations:

Recommend that the college make decisions by vote by standing members, **not** consensus

Recommend full time institutional outcomes assessment and accreditation officer (SAO, SLO)

Recommend office for Staff Development for all employees, including Center for Teaching and Learning

Recommended that we institutionalize clerical support for committees, trained (minutes)

Recommend creation of unified format for minutes (form- -votes, topics, and discussion)

Recommend that we combine SSSP, BSI and Equity into one planning group

Recommend that we delineate shared governance committees, task committees, and infrequent and/or cyclical task committees

Recommend that we add verbiage empowering College Council and Senates in sending items back as needed

Recommend creation of dashboard

Recommend creation of Collegial Consultation Form to facilitate communication and expedite approval and vetting process

Recommend a bi-yearly PRBC retreat to include committees that do not attend each meeting

Recommend that the Budget committee moves to include college planning for general funds

Recommend budget membership revisited

PRBC chair attends District Budget Planning meeting as appointed by Faculty Senate

Recommend that each committee create a job responsibility description for their chair

Recommend language in PRBC charter to charge membership with making recommendations related to college planning and budget

Recommend accreditation standards map to committee charters, reviewed on an ongoing basis

Once the bond is gone, revisit charge of Facilities

Recommend that we color code the org chart (one color for shared gov., one color for task groups)

College Council approves the addition of any standing committees.

Recommend SLOA transition to Institutional Assessment, perhaps integrate Program review

Recommend reporting structure and membership set forth in section above on committee

Input Needed/decisions on hold:

Who needs division reps, exact membership of budget

Title of slo/sao committee

title of combined SSSP, Equity, and BSI committee

Who handles Program Review forms?

Should IT and Facilities be sub-group of larger Resources committee?