

PGS Governance Digest Fall 2007 Committee Summary

The Participatory Governance System (PGS) Governance Digest, published by the Office of Organizational Development and Planning, provides information about the College's participatory governance committees. This issue highlights fall 2007 committee work and accomplishments.

The College's PGS Plan, past Governance Digests and other governance information is posted on the Organizational Development and Planning web pages that can be accessed via the "People at the College" link on the College Homepage: www.marin.edu. Governance committee meeting times are posted on the online "Faculty and Staff" calendar under "Calendar of Events" on the homepage.

Budget Committee

Meets:

1st & 3rd Tuesday
3:00-4:30 p.m.

Co-Chairs:

Al Harrison and Yolanda
Bellissimo

The charge of the Budget Committee is to develop and review the effectiveness of budget assumptions and operations that pertain to and support instruction and student services. A consecutive emphasis will be to develop informed budgetary processes that are fair, understood by participants and effective in allocating resources.

The Budget Committee met four times during the Fall Semester. Meeting discussions focused on the importance of Program Review and planning and how the Budget Committee will support those recommendations given the limited resources.

The Budget Committee reviewed drafts of the Program Review Flow Chart and Program Review Template for instructional programs to identify where our decisions factor in to the processes. The Committee determined:

- Development of process with specific timelines is a key factor.
- Focus on long-term not day-to-day budget issues.
- Technology Replacement plan should also be priority.
- Building maintenance for new and renovated facilities as result of Measure C will also be a budget factor.

Other discussions focused on the need for: 1) a technology replacement plan; 2) Gold Book Policy and Procedure revisions as related to Budget; 3) budget and funding timelines and issues such as state funding and tax revenues. The Committee felt that reviewing history of departmental spending would be beneficial to the Committee as well as for the departments during the program review process.

College Council

Meets:

Monthly, the Thursday
before the Board of Trustees
Meeting
3:00-4:00 p.m.

Chair:

Superintendent/President
Fran White

The primary charge of the College Council is to be a vehicle for communication among constituent groups. The College Council serves as advisory group to the President for Board Policies and Procedures and College goals, plans and priorities and as a clearing house for information.

College Council members met monthly to discuss and respond to governance recommendations, review the Board of Trustees Agendas and present reports about the activities of their respective constituencies.

The College Council also:

Launched the Board Policy and Administrative Procedure (BP/AP) revision project to revise and update the College's Board Policies and District Procedures, collectively known at COM as the "Gold Book." The BP/AP Task Force approved by College Council last spring to oversee the project was populated and held an orientation meeting in October with CCLC representative Dr. Jane Wright on October. Regular meetings began in November.

College Council reviewed Board Policy (BP 4230) and Administrative Procedure (AP 4230), "Grading and Academic Record Symbols" proposed by the Academic Senate. BP 4230 updates current grading policy and replaces Board Policy 4.0008, "Class Attendance" with legally required language consistent with Title 5, Section 55023. AP 4230 includes the option for plus/minus grading, updates definitions of evaluative and non-evaluative symbols and updates current grading procedure to be consistent with Title 5 Sections 55023 and 55024. BP and AP 4230 were recommended by the Academic Senate and Office of Student Learning and were reviewed by the BP/AP Task Force before being presented to College Council. BP 4230 went to the Board of Trustees for a first reading in December and was approved at the January 15, 2008 Board meeting. AP 4230 went to the Board as an information item. The new Board Policy and Administrative Procedure will be implemented in the fall. Both proposals are posted on the Organizational Development and Planning web pages.

Educational Planning Committee (EPC)

Meets:

Thursdays
2:30 – 3:30 p.m.

Chair:

Peggy Dodge

The Educational Planning Committee is responsible for coordinating and setting goals and planning of broad educational endeavors at the College and educational master planning.

Recruitment continues to fill all positions on the EPC. Committee discussions initially focused on establishing a plan and process to begin a rewrite of the Educational Master Plan as requested by IPC. The WASC visit and subsequent mandate for immediate system wide program review shifted the EPC focus.

The EPC discussed various ways to ensure that program reviews

respond to the goals of the Master Plan. The EPC then provided input, reviewed drafts and provided additional feedback on the program review tool to develop questions to assist reviewers in looking at how their programs address the goals found in the Educational Master Plan.

Facilities Planning Committee (FPC)

Meets:

1st Friday of the month
10:00-11:30 a.m.

Chair:

Fernando Agudelo Silva

The Facilities Planning Committee ensures faculty, staff & student involvement in the planning, design, construction and upkeep of College-owned facilities.

In fall 2007 the committee:

- Worked with Maintenance Department to review five year maintenance plan.
- Developed Master Facilities list that will assist in management of facilities maintenance.
- Developed a format to assist participants in Program Review identify their facilities needs.
- Developed list to tracks grants available for maintenance.
- Committee held regular meetings and its performance was very effective compared to previous years.

Governance Review Council (GRC)

Meets:

1st & 3rd Monday
3:00-4:00 p.m.

Chair:

Bernie Blackman

The GRC monitors and evaluates the governance system to ensure that the system's processes, decision-making and communication are available to all and that committees are fulfilling their charges effectively.

The GRC reviewed responses to the Spring 2007 PGS Committee Participant Survey. Results indicate significant improvements over those reported on the 2006 PGS Committee Participant Survey. A report comparing results from the two surveys can be found on the Organizational Development and Planning web pages.

The GRC presented a proposed revision to the Participatory Governance System (PGS) Plan to College Council in September and requested constituent feedback. The GRC reviewed feedback and suggestions forwarded by College Council and incorporated changes as appropriate. The GRC is working with IPC to revise the charges of some of the IPC subcommittees. Once finalized, these will be incorporated into the revised PGS document that will be presented to College Council as the final recommendation from the GRC to improve the college's governance system.

The GRC reviewed a proposal from IPC to form a Distance Education and Technology Assisted Learning Committee (DETAL). The GRC recommended that it be formed as a Taskforce reporting to IPC for one year. DETAL will make recommendations to IPC regarding distance learning, student needs, best practices, and program review issues as well as a recommendation about whether this group becomes a permanent governance committee.

Institutional Planning Committee (IPC)

Meets:

1st & 3rd Wednesday
3:00-4:00 p.m.

Co-Chairs:

Anita Martinez and Yolanda Bellisimo

The Institutional Planning Committee ensures that the College's planning processes support student success and involve broad participation by all segments of the College community. IPC also ensures planning recommendations and decisions are consistent with Education Code, accreditation standards, College Mission, vision and values and strategic institutional planning priorities.

The focus continued to be on implementing Program Review in order to address a remaining accreditation recommendation. Initially, thirteen programs were reviewed in Fall 2007, and based on a recommendation from the visiting accreditation team, all remaining instructional and student services programs were identified and listed for review in Spring 2008. The second area of committee work was in supporting and receiving regular reports from the subcommittees of the IPC.

The IPC:

Guided the completion of initial program reviews for the following: ESL, Journalism, MMST, Nursing, Testing Office, English/Humanities, English Basic Skills, Technology Work Plan, Media Services, Transfer Programs, Biology Field Courses, Social Sciences, and Basic Skills Initiative. It was aided by the Data Advisory Group which assigned mentors to help each group identify data needs, frame questions, and analyze data. These programs completed the written portions of their reviews and were asked to complete and submit additional quantitative data in line with what the other programs would submit.

Met with the visiting accreditation team in November 2007 and was advised that while it had made commendable progress in program review, such progress was insufficient and all remaining programs must be reviewed immediately with completion by May 2008. In response, IPC developed and began to implement a plan to complete all remaining program reviews.

Approved the inclusion of all remaining instructional and student services programs: Auto Collision Repair and Auto Technology, Behavioral Sciences, Business and Information Systems, Communication, Community Education/Life Long Learning, Counseling, Court Reporting, Dental Assisting, Early Childhood Education, Environmental Landscaping, Fine and Visual Arts, Health Center, Library, Life and Earth Sciences, Machine and Metals Technology, Mathematics, Medical Assisting, Other Noncredit, Performing Arts, Physical Education/Athletics, and Social Sciences. The IPC recommended that funding be provided on a one-time only basis for completion of the reviews. Administration provided funding.

With the leadership of the Academic Senate and the support of the administration, planned and conducted a 2-day training seminar on Program Review, January 16 and 17, 2008 during Spring 2008 Flex Week. Each seminar participant was provided data by the Office of Organizational Development and Planning and a structure developed

by the IPC that allowed each of them to substantially complete a simplified program review document upon which a more completed program review can be done; completed program reviews will include an analysis of the program based on data as well resource requests supported by data. The completed program reviews will be forwarded to the IPC which will work with its subcommittees to prioritize budget requests to the College Budget Committee for consideration in future budget development processes.

Met with the Budget Committee and its subcommittees to consider how our work might be changed by Program Review.

Instructional Equipment Committee (IEC)

Meets:

1st & 3rd Wednesday
11:30-12:30 p.m.

Chair:

Anita Martinez

The Instructional Equipment Committee ensures faculty, staff & student involvement in recommending allocations for instructional equipment.

The Instructional Equipment Committee began review of over 115 requests for instructional equipment and further developed the guidelines to be more user-friendly, using distance conferencing to do its work.

The IEC completed work on tracing and completing all approved requests for funding.

The IEC decided to allocate \$50,000 of available funds for use by the Library to purchase books and pay for subscriptions.

The IEC considered how its work might be changed in light of Program Review.

Technology Committee

Meets:

2nd & 4th Thursday
11:00-12:30 p.m.

Chair:

Victoria Coad

The Technology Committee's charge is to assure broad involvement in technology planning and provide guidance for major technological decisions.

In fall 2007:

The committee undertook and completed a full review of the 2004-2007 COM Technology Plan.

Apple Computer presented a demonstration on dual platform computers. The committee will include recommendations on dual platform computer labs in the next technology plan.

Program Review requested input from the Technology Committee to be used as part of the Program Review Template. A template was completed to be used by the PR steering committee.

Currently, the committee is discussing how to move forward to create a new Technology Plan that will include those elements not completed in the 2004-2007 plan and will also more broadly represent the

technology needs of the entire COM community.

Technology Committee minutes can be found on the College Web Site under the "People at the College" link on the Homepage.

**Student Services
Planning Committee
(SSPC)**

Meets:

Mondays
11:00-12:00 p.m.

Chair:

Joetta Tennison Scott

The charge of the Student Services Planning Committee is to ensure the strategic use of data in the allocation of resources and/or program changes.

For Fall 2007 the Student Services Planning committee focused on program review for the Student Services area. SSPC members reviewed models used at four other California Community Colleges and compared them with two formats previously used at College of Marin. An analysis was discussed with the Dean of Student Services and a recommendation to use a College of Marin format with some additions was made.