

PGS Governance Digest First Issue!

The Governance Digest, published by the Office of Organizational Development and Planning, provides information about the College's Participatory Governance Committees. This inaugural issue highlights committee charges, chairs, meeting times and Fall 2006 committee work. Specific meeting dates, times and locations are posted on the online "Faculty and Staff" calendar ("Faculty and Staff" link under "Calendar of Events" on the College Home Page).

Budget Committee

Meets:

1st & 3rd Tuesday
3:30-5:00 p.m.

Co-Chairs:

Al Harrison and Robert
Kennedy

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 six times during fall 2006, including one meeting held jointly with the Institutional Planning Committee and one meeting with the President. Fall meetings included training for committee members on the budget process. The committee reviewed current budget planning timelines and determined that in order to effectively coordinate with planning, the committee must look at the budget a year ahead of time rather than the spring prior to the budget year. The committee agreed to focus on developing processes and strategies to change how we budget in future years so that decisions can have maximum impact and support the goals of the institution.

The Committee recommended that \$108,000 in Proposition 20 Instructional Supplies for 2006-07 be shifted to the Instructional Equipment Committee for allocation. The committee agreed to meet jointly with the Institutional Planning Committee on a regular basis to coordinate budget and planning processes. The Budget Committee plans to develop a resource allocation system for priorities and planning decisions.

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 regularly review and discuss Board of Trustees Agendas as well as present reports about the activities of their respective constituencies. In Fall 2006, the College Council recommended the approval of a revision to Board Policy 3.0030,

Emeritus College. Council members also reviewed the Matriculation Plan and recommended it be sent forward and recommended that a Matriculation Advisory Committee be formed as a subcommittee of the Student Services Planning Committee to guide future revisions and improvements to the plan. College Council also reviewed and recommended approval of the Program Review Pilot project submitted by the Institutional Planning Committee.

Educational Planning Committee

Meets:

2nd & 4th Monday
1:00-2:30 p.m.

Chair:

To be elected from group.

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

The Educational Planning Committee began regular meetings in February 2007 and will provide a summary of spring work for the next Governance Digest.

Equity & Diversity Committee

Meets:

2nd & 4th Wednesday
2:30-3:30 p.m.

Chair:

Tina Golliday
(Fall 2006)

The Equity and Diversity Committee provides leadership and planning that advocates for diversity and inclusion in College of Marin educational programs, management, operations, and employment.

In fall 2006, the Equity and Diversity Committee discussed plans to develop and implement a mentor program to submit to College Council for approval. They also discussed the development of a Summer Bridge Program, endorsement of the La Academia Program and the development of an Equity and Diversity Statement relating to Human Resources promotion and transfer opportunities.

Facilities Planning Committee (FPC)

Meets:

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

Chair:

Fernando Agudelo Silva

The Facilities Planning Committee operates as a subcommittee of the Institutional Planning Committee to ensure faculty, staff & student involvement in the planning, design, construction and upkeep of College-owned facilities.

In fall 2006, the Facilities Planning Committee began discussions to review and revise its charge and responsibilities.

The FPC also identified several Board Policies and District Procedures that need updating and are now in the process of developing recommendations for revisions that will be submitted to College Council.

Governance Review Council (GRC)

Meets:

Designated Thursdays
2:30-3:30 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 serves as an adjudicating body for any issues having to do with the governance process, conducts an annual review and evaluation, and makes recommendations for changes to the College Council.

The GRC began the fall semester by reviewing and analyzing the results of the Participatory Governance System Participant Survey conducted at the end of the spring 2006 semester. Based on survey feedback, the GRC recommended the development of a Governance Orientation along with governance committee binders to provide committees with consistent information on meeting processes and governance resources. Binders that include background information on the governance system, templates for agendas, minutes and reports, best practices for conducting effective meetings, information about consensus process and sample ground rules were distributed to governance committee members. A Governance Orientation was developed and presented to each governance committee during the fall. The Orientation included information about the Participatory Governance System (PGS), how to move a proposed Board Policy or District Procedure through the system, effective meeting processes and available governance templates and resources.

In the spring the GRC will conduct another committee participant survey. A second new survey will focus on college-wide perceptions of the governance system to assess to what extent the PGS is perceived as being successful in creating a more structured, transparent, respectful and open system. The GRC is also working with governance committees to review and revise their charges. Based on survey results and committee feedback, the GRC will make recommendations to College Council regarding any proposed revisions to the current PGS.

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. Responsibilities include recommending annual institutional goals and strategic institutional plans; establishing master and annual timelines with the Budget Committee; reviewing all College plans and other related documents; and aligning and integrating goals and priorities with its six Planning Subcommittees: Facilities, Educational Planning,

Technology, Instructional Equipment and Student Services.

To meet WASC accreditation recommendations, the IPC drafted a program review document in the fall that was brought through the participatory governance system for recommendation and approved by the Board of Trustees in December. IPC developed an accelerated timeline that called for two pilots, one to start in January 2007 and the second to begin in Fall 2007. After the pilots are completed, an annual round of program reviews will be implemented. IPC issued a call for nominations for programs to participate in the first pilot. Six programs were accepted: Journalism, Nursing, Multi-media Studies, ESL, Testing and the Technology Work Plan. More recently English Basic Skills, and English Transfer were added.

IPC presented information on Program Review at the January College Convocation and representatives from each Pilot Program described their project. Pilot participants are being assisted by mentors from the Data Advisory Group.

IPC began meeting with the Budget Committee on a regular basis and will be developing a joint planning and budget calendar. IPC also requested several of its subcommittees to address planning needs. The Student Services Planning Committee was asked to form a Matriculation Advisory Committee to revise the current Matriculation Plan and the Education Planning Committee was asked to review and recommend revisions to the Education Master Plan.

Instructional Equipment Committee

Meets:

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

Chair:

Anita Martinez

The Instructional Equipment Committee is a subcommittee of the Institutional Planning Committee. Its charge is to ensure faculty, staff & student involvement in recommending allocations for instructional equipment.

The Instructional Equipment met monthly in Fall 2006 to review and rank instructional equipment requests submitted in May 2006. The Committee also reviewed and revised its brochure and application. Both are being distributed through Department Chairs and Deans/Directors.

The IEC reviewed instructional equipment requests and placed them in both rank and priority order so that as many equipment requests could be funded as there would be funds available. In doing so, nearly all requests with a priority of "A" were recommended for funding with the only exceptions being that ineligible requests (e.g., not instructional equipment) were not recommended for funding. The IEC also determined that a small reserve should be set aside in the Student Learning Office in case instructional equipment needs immediate replacement but there is no funding to do so; whatever remains in the

reserve near the end of the instructional year will be spent on remaining unfunded requests.

The IEC also reviewed and accepted requests from two departments whose chair or supervisor had not submitted requests on their behalf. In one case, faculty had submitted requests for two years, but the chair had not forwarded them. In the second, staff were advised not to submit requests because one would be submitted, but this was not done.

The IEC revised its procedures and the brochure to address the problem of requests not being forwarded; requestors are being asked to submit copies of their requests to their dean or director who will work with their areas and the committee chair to check that all requests are being forwarded in a timely manner.

The IEC revised its procedure and provided information to department chairs asking that departments rank all items in numerical, rather than submitting all items with the same rank.

The IEC also worked with Fiscal Services to maximize the amount of funds that could be spent on instructional equipment, resulting in more requests being funded but delaying the process because time was needed for procedures to use some modernization funds for some eligible requests.

Technology Committee

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

Chair:
Ingrid Schreck

The Technology Committee operates as a subcommittee of the Institutional Planning Committee to assure broad involvement in technology planning and provide guidance for major technological decisions.

The Technology Committee reviewed the Tech Plan to identify short and long term goals, discussed and drafted a rollover plan to upgrade and replace faculty and student lab computers, investigated and developed WebCT/Blackboard training and support opportunities and advocated for a support position for WebCT/Blackboard and a faculty liaison for Distance Education. The committee also developed a procedure for faculty and staff to access the Internet via the server so that class materials and other important information can be shared with students online.

A process was implemented for faculty to upload public documents to the Internet:

http://www.marin.edu/departments/CCR/connecting_to_COM_staging_server.htm

The committee also drafted an Acceptable Use Policy it intends to move through the governance system and is researching potential partnerships with Google, Comcast and Apple/ipod. A work plan was also developed for technology implementation at College of Marin.

Complete minutes and agendas from 2003-2007 are posted on the web page created by the committee that can be found at <http://www.marin.edu/tech>.

Student Services Planning Committee

Meets:

Mondays
11:00-12:30 p.m.

Co- Chairs:

Letta Hlavachek and
Alexandra Magallanes
(Fall 2006)

The Student Services Planning Committee operates as a subcommittee of the Institutional Planning Committee. Its charge is to ensure a strategic use of data in the allocation of resources and/or program changes. The Committee will ensure that the planning process and the planning document developed for Student Services represents information contained in the Student Services Program Reviews.

The Student Services Planning Committee reviewed two student surveys in fall 2006 and provided feedback to the Office of Organizational Development and Planning. Committee members helped restructure the Student Exit Survey, a survey that will be completed by students who are dropping out, to ensure it focused on the most relevant information that might be useful in preventing future drop-outs.

Vice President Anita Martinez met with the SSPC at the recommendation of College Council to charge the committee with creating a Matriculation subcommittee. The Matriculation Advisory Committee will oversee the development of annual Matriculation Plan. SSPC members are in the process of identifying faculty and staff to serve on the committee.

The SSPC is also addressing the need for Program Review. The committee assembled several program review documents from other community colleges to begin work on a program review design for Student Services.