

PGS Governance Digest Spring 2007

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 spring 2007 committee work and accomplishments. A copy of the College's PGS Plan can be found in Outlook Public Folders and on the Intranet.

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 seven times during the spring semester including two meetings held jointly with the Institutional Planning Committee. Robert Kennedy was named Budget Committee Co-chair by committee consensus this spring. Meetings included discussion of planning and budget timelines, planning cycles, support of planning decisions and Board directives, funding issues that have an affect on the budget (i.e. technology needs, athletic fields, unfunded liability, union contracts, reserves), and budget assumptions. Because the College is in a transitional period, change and improvements to the processes we have used in the past will take time to implement.

Budget Committee accomplishments for Spring 2007 include:

Formed a subgroup of members of Budget and IPC to start developing a model to help define programs that are academically and student service related to assist in the planning processes for SLOs and student focus.

Formed work group to map out an integrated calendar that merges planning and budget processes. Planning must occur a year in advance in order to have an impact in any one fiscal year. Planning in spring for fall is too late, as schedules are already in place. Planning is cyclical and overlaps.

Recommended changes to Committee Charge to include "long-term strategic budget planning" under "Responsibilities." Minor change to wording to change "quarterly" study to "periodic" study of variety of college operations.

Reviewed budget working calendars for 2007/08 and 2008/09. Clarified that these are working calendars for IT and Fiscal Services. The planning calendar is in development.

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:

Reviewed its charge and recommended several revisions to clarify the charge and responsibilities. Proposed changes will be included in the Governance Review Council's proposed recommendation to revise the Participatory Governance System that will be submitted for governance constituent review in the fall.

Approved a Student Opinion Survey and a Withdrawing Student Survey both of which are designed to help us identify ways to improve services to students.

Reviewed and recommended minor changes to the Board's proposed revised College Mission Statement.

Approved the initiation of a major project to revise and update the College's Board Policies and District Procedures, collectively known as the "Gold Book." The College will work with the Community College Leagues (CCLC) Policy and Procedure Service to complete this project.

Hosted a presentation by CCLC Director of Education Services, Dr. Cindra Smith and CCLC representative, Dr. Jane Wright on Board Policies and Administrative Procedures in May. The presentation included information about the difference between a policy and procedure, how to use the CCLC templates to update existing policies and procedures, minimum legal language requirements and recommendations for the project timeline. Dr. Wright will begin work over the summer to develop drafts for governance review in the fall.

Reviewed proposed revisions to Board Policies 8.006, "Smoking in District Facilities" and 5.0006.2, "Administrator Retreat Rights" and a new proposed Board Policy on "Technology Replacement Plan." Recommendations regarding action on these proposals will take place in the fall.

Educational Planning Committee

Meets:

2nd & 4th Monday
1:00-2:00 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

The EPC operated without its full complement of members during the Spring 2007 semester. Leadership of the student, classified and faculty senates have been contacted and are actively recruiting individuals to serve on EPC for terms beginning Fall 2007.

After review of the EMP (Educational Master Plan) by EPC members, substantial progress was noted in two important areas highlighted in the EMP. A Program Review process has been developed and several program review pilot projects are underway that will be analyzed to evaluate the effectiveness of the current process. A Data Advisory Group has been established to provide support to improve the ability of COM to make data driven decisions.

EPC members agree that the current format of the goals in the EMP does not lend itself to the development of clearly linked and measurable outcomes. EPC members also agree that new initiatives and processes under development (especially Program Review and Student Learning Outcomes) must address how they align with the goals reflected in an Educational Master Plan if the plan is to be meaningful. An EPC subcommittee was formed to develop revised goals built on the framework of the current EMP.

Yolanda Bellisimo and Bernie Blackman reported to the EPC on the Program Review pilots and subsequently met with EPC Chair Peggy Dodge and Secretary Susan Andrien to further discuss how to more clearly link Program Review and EMP goals. It was agreed that the revised goals will be distributed to all participants in the Program Review pilot and other administrative units and that they will align the objectives of their programs with the goals. The Program Review pilot participants and administrative units will provide important feedback to the EPC on the veracity of the revised goals as frameworks for developing meaningful objectives at the program and unit level. That feedback will inform subsequent revision to the EMP goals.

Given the substantial progress in certain areas stressed in the EMP, committee identification of redundancies and inconsistencies in other areas of the current EMP and the need to commit to viable goals that can be used to support the development of objectives, the EPC will undertake a process to revise the current EMP during the 2007-08 year. Revisions to the EMP will be circulated widely for feedback and proceed through the Governance system as required.

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.

This spring the FPC focused on establishing a system to address current and long term facilities maintenance planning. To this end the committee:

Developed a Facilities Master List to keep track of planning and needed maintenance activities.

Developed a "Facilities Glossary" of terms to have a uniform language for facilities management.

Reviewed District Procedures # 8.0001 and # 8.002 and suggested revisions for updating.

Proposed changes to the current Facilities Planning Committee Charge.

Reviewed recommendations for urgent facilities maintenance in particular the bleachers and football field.

Proposed a system to communicate to the committee actions taken by College personnel that result in facilities needs.

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 completed a detailed review of the Participatory Governance System (PGS) document and developed proposed revisions to clarify and improve processes and procedures. The GRC also worked with governance committee chairs to review and revise committee charges and responsibilities. Proposed revisions will be incorporated into the GRC's recommendation to College Council to improve the governance system in the fall.

The GRC approved a PGS Committee Participant Survey based on the protocol established last spring. Surveys were conducted in each governance committee to assess several items including committee effectiveness, participation and communication and identify training needs and other areas that need improvement. Data collected this spring will be compared to last year's data and used to evaluate

committee effectiveness and recommend further changes.

The GRC also helped develop a college-wide governance awareness survey that was conducted online by the Office of Organizational Development and Planning in May. Responses will be reviewed next semester to assess to what extent the PGS is perceived by the College community as being successful in creating a more structured, transparent and respectful governance system.

The GRC plans to oversee meeting process training for governance committee chairs and participants in the fall.

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 committee's focus this spring was on implementing Program Review in order to address a remaining accreditation recommendation. A process and timeline were implemented. Selection of Phase I and Phase II participants and coordination of work with the Data Advisory Group were completed. The second area of committee work was in supporting and receiving regular reports from the subcommittees of the IPC, including an ad hoc committee on Student Petitions. Spring 2007 IPC accomplishments include:

Guided the work of the Phase I Pilot groups: ESL, Journalism, MMST, Nursing, Testing Office, and Technology Work Plan. This was aided by the Data Advisory Group which assigned mentors to help each group identify data needs, frame questions, and analyze data. This pilot is to be completed August 2007.

Approved the inclusion of two additional programs during the mid-phase of Pilot I: English and English Basic Skills. This pilot is to be completed in August 2007.

Approved the groups to be included in Phase II Pilot: Media Services, Transfer Programs, Biology Field Courses, Social Sciences, and Basic Skills Initiative. These reviews are to be completed by January 2008.

Heard faculty concerns about Catalog language referring to basic skills. After researching the problem, IPC recommended language change for inclusion in future Catalogs. Language regarding late adds

for classes was changed in the semester class schedules upon the committee's recommendation in support of the recommendation from

the Academic Senate. The IPC also sent forward to College Council a recommendation for a policy to sustain instructional and non-instructional technology based on a recommendation from the Technology Committee.

Met jointly with the Budget Committee. A subcommittee of both groups was established to consider the organization of instruction and student purpose in attending the College. Four specific cohorts of students were identified: transfer, career education, basic skills, and life-long learning.

Instructional Equipment Committee

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 considered over 140 requests for instructional equipment and further developed the guidelines to be more user-friendly.

The Committee recommended that \$231,100 worth of instructional equipment requests be funded through the regular allocation; another \$91,350 worth of instructional equipment requests be funded through Measure C Technology; and \$232,825 worth of instructional equipment requests be funded through Measure C FF&E. Board of Trustees approval was required and given for the requests being funded through Measure C.

The Instructional Equipment Reference Guide was revised and made more user-friendly. For example, in response to a recommendation that deans play a more central role in assuring the requests be sent to the committee (one request had not been forwarded for two years running), both the guide and routing sheet were modified.

The Committee acted to improve the distribution of information about the process for requesting instructional equipment more widely. Announcements were included in the "President's Monday Briefing" distributed weekly to all faculty and staff.

The Instructional Equipment Reference Guide was distributed to all deans and department chairs; it will be placed on the Intranet. The Committee also familiarized it's members with purchasing requirements and guidelines.

Technology Committee

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

Chair:
Ingrid Schreck

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

The Technology Planning Committee held numerous fruitful discussions, followed the Technology Work Plan, wrote policy, and made planning recommendations to the IPC. Among the committee's accomplishments:

Reviewed and proposed revisions to the committee's charge to the GRC including a change in the Committee's name to Technology Planning Committee.

Created and finalized an Acceptable Use Policy for student computer use.

Developed and recommended an equipment replacement plan to the IPC.

Developed and recommended to the IPC a proposal for a District-wide, District-supported plan for Distance Education and Technology Assisted Learning (DETAL). The proposal resulted from committee discussions regarding program enhancement with instructional technology and the need for increased teacher training and support in this area.

Reviewed and finalized the Technology Work plan started in 2006.

Student Services Planning Committee (SSPC)

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

Co- Chairs:
Letta Hlavachek and 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.

This spring the Student Services Planning Committee revised the Committee's charge and initiated the creation of the Matriculation Advisory Committee, which met for the first time.

The committee recommends that next year's SSPC utilize the program data collected from the past two Student Services Program Reviews in clarifying a program review process for Student Services. SSPC also recommends that the committee work closely with DSPS, EOPS, Calworks, and Matriculation to align program review with the State audit of these areas. Early next semester representatives from these areas should be invited to a SSPC meeting to develop this process.