

## 2008-09 PGS Governance Digest

*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 2008-09 committee work and accomplishments.*

See the Participatory Governance Web Page at [www.marin.edu](http://www.marin.edu) for more information about the College's Participatory Governance System.

### Budget Committee

**Meets:**  
2<sup>nd</sup> & 4<sup>th</sup> Wednesday  
9:00-10:30 a.m.

**Co-Chairs:**  
Al Harrison  
Derek Wilson

*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 twice in Fall 2008 and six times in Spring 2009. During that time the committee:

- Allocated discretionary resources for 2009/10 at the same dollar level allocated in 2008/09.
- Participated in the development of the College Strategic Plan 2009-2012 and the Integrated Planning Manual 2009.
- Through a series of meetings, the committee identified certain issues and information the committee needs in the future in order to be effective. The committee agreed to begin the process in August 2009, following the calendar outlined in the Integrated Planning Process Manual.

### 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 and approved the 2009-2019 Educational Master Plan.
- Reviewed and approved the COM Strategic Plan 2009-2012
- Reviewed and approved the Integrated Planning Process Model
- Reviewed and recommended 48 new and revised Board

Policies and 34 new and revised Administrative Procedures.

## **Educational Planning Committee (EPC)**

### **Meets:**

Thursdays  
2:30 – 3:30 p.m.

### **Co-Chairs:**

Peggy Dodge and  
Blaze Woodlief

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

EPC met weekly with staff support from Bernie Blackman and Barbara David and outside facilitation, writing and editing support from Eva Conrad and Ed Buckley in order to develop the COM Educational Master Plan for 2009-2014.

A template outlining the chapters of an EMP was provided to the committee. The committee considered the best primary authors for the chapters and those individuals provided first drafts of each of the first 3 chapters. As each chapter was received, EPC members reviewed and edited the documents and then disseminated them, chapter by chapter to the larger college community for review and feedback. Feedback was consolidated and another draft of the chapter created.

Throughout the process, the EPC reviewed the submissions as well as other data and documents available and formulated recommendations for the final chapter of the EMP. The three descriptive chapters and the final chapter with recommendations were edited and finalized over the Winter Break and the full document sent college wide at the beginning of Spring 2009 flex week.

Representatives from EPC attended meetings of the student, staff and faculty senates to present the plan, answer questions and request conceptual approval of the plan as circulated. The three senates approved the plan, EPC reviewed comments from college wide distribution, made final edits and presented the completed EMP to the Institutional Planning Committee

## **Facilities Planning Committee (FPC)**

**Meets:** TBA

### **Chair:**

V-Anne Chernock

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

The Facilities Planning Committee met three times in fall 2008 then went on hiatus pending further instructions from the governance body related to implementation of the new Integrated Planning Process Model.

## **Governance Review Council (GRC)**

### **Meets:**

*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.*

3<sup>rd</sup> Tuesday of the month  
2:00-3:00 p.m.

**Chair:**  
Bernie Blackman

The GRC reviewed responses to the Spring 2008 PGS Committee Participant Survey. In general there is still satisfaction among the college community with the governance system although survey results were not as high as the previous year.

One recommendation from the survey and other sources was to merge the IPC and Budget Committees. After much discussion, the committee concluded this might be a good option to streamline responsibilities and provide a better avenue for accountability. A GRC representative contacted the administration about this option and is awaiting a formal proposal.

The GRC reviewed a proposal from Human Resources and Staff Development to create a new governance committee to be charged with overseeing staff development needs, planning and evaluation. The Professional Development Committee was approved in April 2009 to be implemented in the fall. The PDC will report to IPC.

## **Institutional Planning Committee (IPC)**

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

**Co-Chairs:**  
Nick Chang 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.*

Approved in December 2008 the Educational Master Plan 2009-2019 that the Educational Planning Committee drafted and circulated to all college constituencies for input and feedback.

Approved the COM Strategic Plan 2009-2012 in March 2009

Approved various resource requests in Spring 2009 including:

- Instructional Equipment based on the Fall 2008 program reviews and Instructional Equipment Committee recommendations.
- Instructional faculty and unit allocation requests based on program reviews.
- Classified staff requests based on the program reviews.
- Computer replacement requests from the Technology Committee.
- Resource Allocation requests, based on the Educational Master Plan Recommendations and the Strategic Plan Priorities of the College from each Department and Operating Unit.

Submitted approvals and recommendations to the Budget Committee in April 2009 as part of a new process that establishes the connection between program review and strategic planning with resource allocation.

Reviewed and approved program revitalization of Computer Science and program discontinuance of the Football program in early spring 2009.

## **Instructional Equipment Committee (IEC)**

**Meets:**  
2<sup>nd</sup> & 4<sup>th</sup> Wednesday  
11:30-12:00 p.m.

**Chair:**  
Nick Chang

*The Instructional Equipment Committee ensures faculty, staff & student involvement in recommending allocations for instructional equipment and that requests are based on program review outcomes..*

The IEC developed a scoring rubric that addresses the instructional equipment's application, instructional use, impact on student access and student learning outcome, assessment or measurement of its effectiveness, and evidence or data to show its effectiveness. Recommendations were forwarded to IPC in early March 2009.

During 2008-09 the IEC also:

- Reviewed and considered approximately 400 requests for instructional equipment.
- Recommended 41 requests identified by departments and programs as Priority One which totaled \$304,533.
- Recommended 18 requests, totaling \$138,670, with the highest score of 23 points.
- Recommended another 6 requests, totaling \$37,814, with the second highest score of 23 points.
- Recommended another 2 requests, totaling \$53,350, with the third highest score of 22 points.
- Rated the final 9 Priority One requests, totaling \$74,698 with scores under 22 points.
- Made a number of recommendations to improve the part of the program review template that addresses instructional equipment.

## **Technology Planning Committee (TPC)**

**Meets:**  
2<sup>nd</sup> & 4<sup>th</sup> Thursday  
1:30-3:00 p.m.

**Chair:**  
Mike Irvine

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

- Completed the Computer Replacement Plan, forwarded it to the IPC, where it was approved and forwarded for further action.
- Reviewed, researched, and suggested modifications to proposed technology-related Board Policies and Administrative Procedures.
- Gathered and disseminated information about the current availability of open computer labs for students on campus.
- Researched and categorized current Program Review data on both Instructional and Non-instructional equipment in preparation for the development of recommendations in the Technology Master Plan for the purchase and maintenance of

equipment to support instruction and administrative tasks.

The TPC, in collaboration with the Educational Planning Committee, will be formulating a framework for, and gathering data to support, the upcoming Technology Master Plan that supports the college's strategic goals and initiatives.

## **Student Access and Success (SAS)**

### **Meets:**

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

### **Chair:**

Joetta Tennison Scott

*The Student Access and Success Committee approved in May 2008 combined the responsibilities of the former Student Services Planning Committee and Equity and Diversity Committee. SAS reviews plans and institutional data and trends in order to make recommendations that address student access and success. It also assesses how well the college is achieving equitable student outcomes and eliminating barriers to diversity.*

The SAS Committee was responsible for reviewing the Access and Success sections of Program Review and making recommendations to IPC.

Specifically, the committee reviewed the Academic Program Review sections related to student enrollment, retention, and success and compared the trends we could identify with those from the Program Plans for Student Services programs which have specialized funding.

Overall trends related to student access and success were forwarded for consideration in the Colleges budget and planning process.

The Committee also reviewed a number of Student Services Program Review templates from other campuses and will be forwarding an edited template to the Dean of Student Services staff for critique this summer. The final template will be adopted for reviewing Student Services areas in 2009-10.