

2021-2022

Participatory Governance System Digest

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COLLEGE OF

MARIN

Contents

Participatory Governance System Organizational Chart.....1

2021-2022 Governance Digest: *Governance in Action*.....2

College Council (CC).....3

Governance Review Council (GRC).....7

Planning and Resource Allocation Committee (PRAC).....9

Educational Planning Committee (EPC).....10

Facilities Planning Committee (FPC).....11

Instructional Equipment Committee (IEC)12

Guidance, Resources, Integration, and Transformation (GRIT) Committee13

Technology Planning Committee (TPC)15

Professional Learning Committee (PLC)17

Career Technical Education Committee (CTEC)19

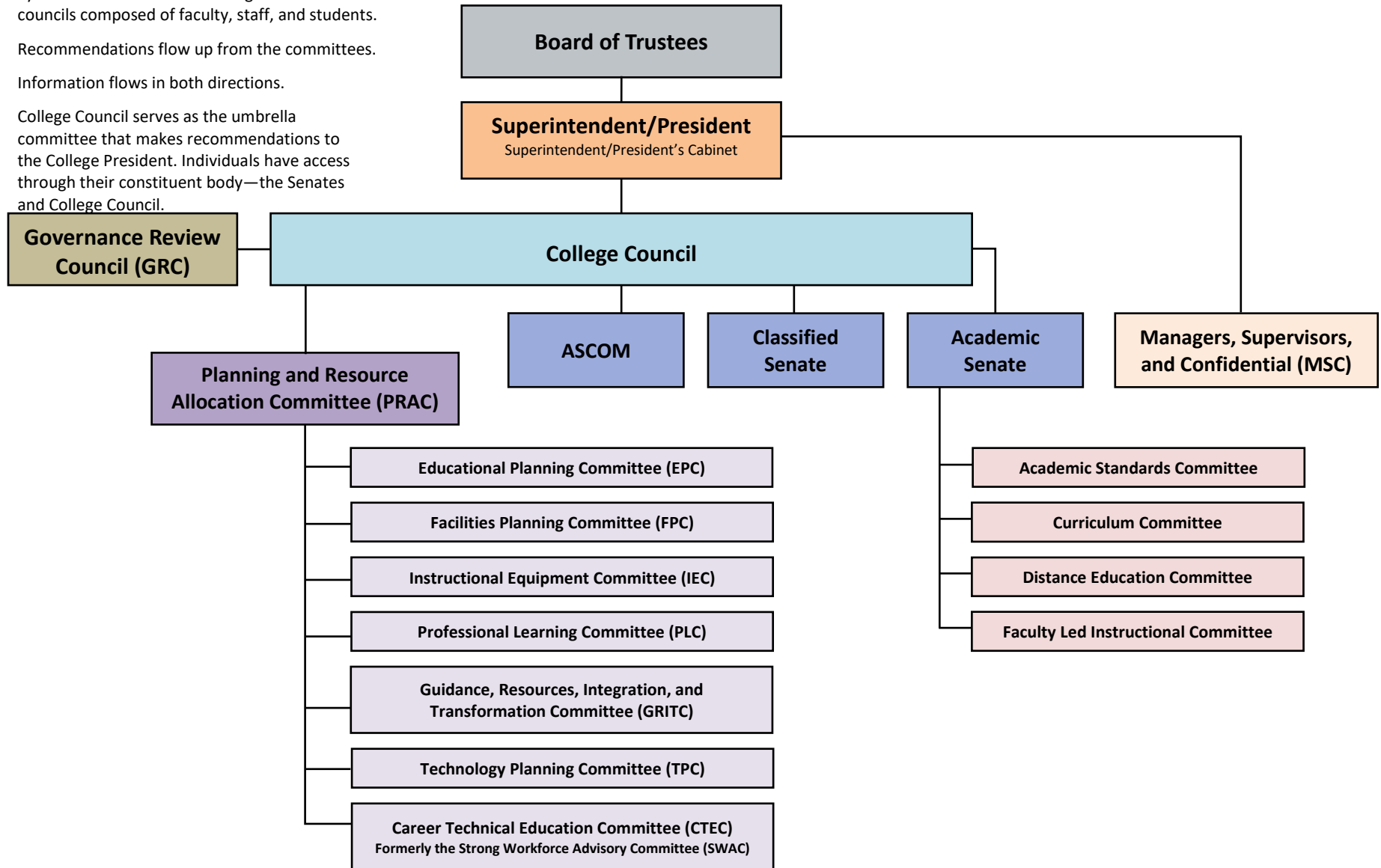
Participatory Governance System Organizational Chart

College of Marin's Participatory Governance System consists of nine standing committees and councils composed of faculty, staff, and students.

Recommendations flow up from the committees.

Information flows in both directions.

College Council serves as the umbrella committee that makes recommendations to the College President. Individuals have access through their constituent body—the Senates and College Council.



2021-2022 Governance Digest: *Governance in Action*

The Participatory Governance System (PGS) Governance Digest, published by the Office of Planning, Research, and Institutional Effectiveness, provides information about the College's participatory governance committees. Using a summary provided by each committee, this issue documents 2021-2022 governance committee activities and recommendations, as well as resulting actions taken and committee updates.

See the [Participatory Governance Web Page](#) for more information about the College's Participatory Governance System including the PGS Plan and links to each participatory governance committee's web page. PGS committee web pages include the committee's charge and responsibilities, membership list, meeting schedule, committee agendas and minutes.

College Council (CC)

Chair: Superintendent/President David Wain Coon (*Designated by position*)

Primary Charge: College Council serves as an advisory group to the Superintendent/President for Board Policies and Administrative Procedures and College goals, plans and priorities. The College Council also acts as a two-way communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for information.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> College Council met 8 times during the 2021-22 academic year. 	<ul style="list-style-type: none"> At the initial meeting, new members were introduced and the committee charge and responsibilities were reviewed. Throughout the academic year the Committee received and reviewed information from the Superintendent/President, upper management and the college community related to college plans, activities, programs and initiatives. The committee provided input and recommendations to staff and the President. This included continuously evolving COVID-19 updates. The committee facilitated sharing of materials and information with constituent groups and provided related feedback and recommendations to the President and College Council. The Strategic Master Plan kick off took place in February of 2022. The committee continued to discuss the various programmatic approaches to diversity, equity and inclusion. The committee was updated throughout the year on the Learning Resource Center (LRC) design progress, constituent outreach and feedback, materials and colors selection, timeline, and progress updates. The committee approved the exterior colors and materials and reviewed the interior colors and materials.

- Measures related to COVID-19 health and safety, campus closure, remote work, hybrid work and teaching models, continuing training for faculty, student accessibility issues and remote work protocols were discussed. Accessibility, equity, and programmatic review and revision related to AB 705 were discussed.
- The Council discussed pros and cons of remote work models and how return to in-person, on-campus instruction and work may be improved.
- The committee reviewed and approved the following Board Policies and Administrative Procedures during the 2021-2022 Academic Year, some that were returned to Council several times.
 - BP 1200 Mission
 - BP 2200 Board Duties and Responsibilities
 - BP 2220 Committees of the Board
 - BP/AP 2340 Agendas
 - BP 2345 Public Participation at Board Meetings
 - BP/AP 2435 Evaluation of the Superintendent-President
 - BP 2715 Code of Ethics/Standards of Practice
 - BP 2720 Communications Among Board Members
 - BP 2725 Board Member Compensation
 - BP 2745 Board Self Evaluation
 - BP/AP 3225 Institutional Effectiveness
 - AP 3433 Prohibition of Sexual Harassment under Title IX (NEW)
 - AP 3434 Responding to Harassment Based on Sex under Title IX (NEW)
 - AP 3435 Discrimination and Harassment Investigations
 - BP/AP 3507 COVID-19 Vaccination Requirements (NEW)
 - AP 3515 Reporting of Crimes

- BP/AP 3518 Child Abuse Reporting
- BP 3550 Drug and Alcohol-Free Environment and Drug and Alcohol Abuse Program
- AP 3720 Information Technology Use
- BP/AP 4020 Program Curriculum and Course Development
- AP 4023 Course Approval
- AP 4105 Distance Education
- BP/AP 4106 Nursing Programs
- AP 4400 Community Service Courses
- BP 4250 Academic Probation Dismissal and Readmission
- AP 4250 Probation
- BP/AP 4260 Prerequisites and Co-Requisites and Advisories
- BP 4400 Community Service Courses
- AP 4500 Student New Media
- AP 5010 Admissions
- AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students
- AP 5015 Residence Determination
- AP 5017 Responding Inquiries of Immigration Status (NEW)
- AP 5040 Student Records and Directory Information
- AP 5050 Student Success and Support Program
- AP 5130 Financial Aid
- AP 5530 Student Grievances
- BP 5010 Admissions and Concurrent Enrollment
- AP 5020 Non-Resident Tuition
- BP/AP 5030 Fees
- BP/AP 5035 Withholding Student Records
- AP 5040 Student Records Directory Information Privacy
- BP/AP 5050 Student Success and Support Program
- AP 5055 Enrollment Priorities
- BP 5130 Financial Aid
- AP 5520 Student Discipline and Due Process

- BP 5500 Standards of Student Conduct
- BP/AP 6340 Insurance
- AP 6370 Contracts Personal Other Services
- BP 6375 Single-Use Plastics
- AP 6540 Insurance
- BP/AP 6800 Industrial Safety
- BP 7100 Commitment to Diversity
- AP 7120 Employment Recruitment
- BP 7130 Compensation
- BP 7160 Professional Development
- AP 7235 Probationary Period – Confidential and Supervisory Employees
- BP/AP 7236 Substitute and Short-Term Employees
- BP 7250 Educational Administrators
- BP/AP 7340 Leaves
- BP 7345 Catastrophic Leave Program
- BP 7600 District Police
- BP/AP 7310 Nepotism
- BP/AP 7330 Communicable Diseases
- AP 7343 Industrial Accident and Illness Leave
- AP 7344 Notifying the District of Illness
- BP 7650 Resignations

Governance Review Council (GRC)

Chair: Sara McKinnon

Primary Charge: The Governance Review Council will monitor and evaluate the governance process to ensure that: The system’s processes are open and transparent; Governance committees adhere to the guidelines outlined in the Participatory Governance System Plan; Committees fulfill their charges effectively; Committee members regularly communicate with their constituent group; Recommendations are consistent with the mission of the College; The College actively maintains its participatory governance system.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Members held eight meetings during the 2020-2021 academic year. All meetings took place on zoom. • Reviewed the Facilities Planning Committee (FPC) charge. • Reviewed the completed revised PGS Plan • Received an update on questions the committee had. • Worked with PRIE to create and implement a PGS Survey. • Discussed the question of balance of representation between faculty, staff, managers and students on the committees. • Committee received, analyzed, and discussed the results of the PGS Survey. • A proposal for a new committee – the Career Technical Education (CTE) Committee – was brought to GRC. 	<ul style="list-style-type: none"> • Meetings were held and well-attended. • We had a new student join the committee – Faiz Khaliq. • Approved FPC’s final revised charge • The PGS Plan was approved in October but had further changes later in the year which were forwarded to PRIE. • Holley Shafer from PRIE came to update the committee on the current program review process at the college, the next strategic plan, and where COM is with accreditation. • A Survey was created and sent out in November of 2021 • For 2021-2022, PRAC would pilot having extra classified professionals and get back to us. Also we decided to see what the survey feedback was. • Committee looked at the number of respondents and percentages from each group; in addition, the positive and negative comments were noted. A couple of specific recommendations were noted:

	<ul style="list-style-type: none">○ Desire for flexibility in attending meetings by zoom or in person○ Creating a flier to spark interest and knowledge about the PGS committees which included HOW to join and when they meet.○ Update the website to also include this information more clearly and visibly. <ul style="list-style-type: none">● GRC studied the proposal and created a final charge based on the proposal submitted. This has been forwarded to be included in the revised PGS Plan.
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Planning and Resource Allocation Committee (PRAC)

Co-chairs: Senior Vice President of Student Learning and Student Services Jonathan Eldridge and Academic Senate President Meg Pasquel (*Designated by position*)

Primary Charge: The Planning and Resource Allocation Committee provides oversight and makes recommendations for institutional planning and resource allocation, linking program reviews and strategic planning to the resources needed to accomplish College goals. The committee reviews all plans and recommendations made by participatory governance committees and ensures their compliance with Board policy and planning priorities. PRAC: Ensures that the College’s planning process supports student success; Aligns College plans and the budget process with Board goals and priorities; Ensures that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness; Prepares planning recommendations and decisions consistent with the Education Code, the mission, vision and values of the College, accreditation standards, and strategic institutional planning priorities; Reviews and makes recommendations for long-term budget planning, revenue and expense assumptions, the tentative budget, and resource allocations, including from supplementary sources; Reviews and makes recommendations for adjustments between approved funding and actual expenditures.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Requested/Reviewed divisional presentations including planning and resource requests • Reviewed/recommended revenue and expense assumptions • Consolidated requests and recommended to President based on established rubric • Heard reports from subcommittees 	<ul style="list-style-type: none"> • Recommended ~\$275,000 of equipment purchases and ~\$1,100,000 of prioritized programmatic requests to President

Educational Planning Committee (EPC)

Co-Chairs: Holley Shafer and Cara Kreit

Primary Charge: The Educational Planning Committee operates as a subcommittee of the Planning and Resource Allocation Committee and is responsible for coordinating and setting goals for planning broad educational endeavors at the College. Planning for specific programs and disciplines should continue to be developed at the departmental level, pursuant to the broad parameters of the Educational Master Plan. The Committee will utilize the resources and expertise of the Offices of Student Learning, Student Services and Planning, Research and Institutional Effectiveness (PRIE).

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • The EPC met 14 times during the 2021-22 academic year. • The Committee invited Champions from each of the focus areas in the Educational Master Plan to present and discuss year 3 progress on each of the 2019-2022 Strategic Plan’s 28 goals and corresponding objectives. • For each of the 2019-2022 Strategic Plan objectives, the Committee made a recommendation to either carry it forward to the next strategic plan, and if so, provided suggestions for potential changes, particularly in light of the post-pandemic environment. • The Committee also reviewed and discussed the draft 2022-2025 Strategic Plan goals and objectives, providing input for each area to the Strategic Plan Task Force. 	<p>Of the 52 Strategic Plan Objectives reported for year 3 of the Strategic Plan:</p> <ul style="list-style-type: none"> • 10 objectives were completed • 35 showed substantial progress • 7 showed limited or no progress. <p>Progress on many of the objectives was slowed or stymied due to changes in operations during the pandemic and the shift to remote learning. Therefore, EPC recommended a majority of the objectives be carried forward to the 2022-2025 Strategic Plan.</p>

Facilities Planning Committee (FPC)

Chair: Klaus Christiansen

Primary Charge: To ensure faculty, staff and student involvement providing feedback, making recommendations, and sharing information regarding the planning, design, construction, upkeep and use of College-owned facilities to foster an equitable, inclusive, and accessible experience for all constituents.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Facilities related discussions with questions/concerns from faculty, staff and student members • COVID-19 updates, questions and discussion • LRC make ready projects discussion and schedule • Landscape Master plan presentation from Director of Capital Projects Isidro Farias • Continued review of charge to better reflect current function of committee to include language around the work of the FPC to insure an equitable, inclusive, and accessible experience for all constituents and submission to GRC 	<ul style="list-style-type: none"> • Discussed current Measure B and Maintenance projects for feedback from different constituency groups • Ongoing discussions around air filtration systems, cleaning and sanitizing procedures and County COVID statistics • Informed faculty, staff and students about ongoing infrastructure projects being completed in preparation for the start of LRC building construction • Landscape Master Plan presentation and discussion about the process followed and groups involved • Updated charge to better reflect current function of committee

Instructional Equipment Committee (IEC)

Chair: Jonathan Eldridge, VP Student Learning & Success

Primary Charge: The College Instructional Equipment Committee operates as a subcommittee of the Planning and Resource Allocation Committee to ensure faculty, staff and student involvement in recommending allocations for instructional equipment. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding the specific instructional equipment allocations. Standard forms will be used and proposals will be elicited from every department. Requestors will send copies to the supervising Dean/Manager.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • Solicited equipment needs from departments across campus • Reviewed available funding/sources • Reviewed requests and matched to funding 	<ul style="list-style-type: none"> • Recommended ~\$275,000 of equipment purchases to PRAC

Guidance, Resources, Integration, and Transformation (GRIT) Committee

Chair: Tonya Hersch

Primary Charge: The Guidance, Resources, Integration, and Transformation (GRIT) Committee operates in collaboration with PRAC and the Academic Senate to support College of Marin's commitment to providing equitable opportunities and fostering success for all members of our diverse community. GRIT reviews institutional plans, program reviews, and data to ensure that antiracist practices, equity, and access are embedded in all plans and programs and that resources and efforts support overall student success.

- Review and assess the integration of internal and external research and promising antiracist and equity practices across programs with regard to student access, retention, success, and completion.
- Identify, promote, and disseminate information on exemplary programs and effective instructional practices that address learning, innovative online tools and modalities, antiracism, antiblackness, and that best serve historically underrepresented community college students, including credit and noncredit ESL students.
- Assess and respond to the impact of state and/or national emergencies and systemic racism on student access, retention, success, and completion.
- Support faculty and staff professional development and innovative instructional strategies aligned with effective learning and teaching, antiracism, and dismantling antiblackness.
- Provide progress reports in accordance with the Chancellor’s Office guidelines to local and statewide stakeholders.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • GRIT met 11 times during the 2021-2022 academic year • The GRIT charge includes in part, reviewing both the Instructional and Non-Instructional reviews for patterns that exist across programs and departments. • GRIT drafted the GRIT COM Equity Progress report that articulated the GRIT’s alignment with the COM 9 Point Anti-Racism Plan • The Committee engaged in a review and assessment of the 2019-2022 Student Equity plan activities in preparation for 	<ul style="list-style-type: none"> • Committee developed a Rubric for reviewing the Instructional Program reviews. The Rubric noted promising practices, areas of concern, recommendations for the department, and commendations for successes and included a definition of equity as stated in the College of Marin Master plan. • The Committee reviewed three Instructional Departments’ Program Reviews after they were submitted and shared their recommendations with PRAC. • Committee compiled a list of Student Equity Plan successes

<p>beginning work on the 2022-2025 Student Equity Plan. Special attention was given to the recommendations made by the Chancellor’s Office’s third-party reviewers.</p>	
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Technology Planning Committee (TPC)

Co-Chairs: Dave Patterson, Mengqi Yuan

Primary Charge: The Technology Planning Committee (TPC) operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to assure student, staff and faculty involvement in technology planning and provide guidance for major technological decisions. The TPC upholds the ground rules and guiding principles of PRAC. The TPC evaluates existing and new technology ideas and plans to promote equity-mindedness and antiracism, knowing that this work is ongoing and must be done at individual and structural levels.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • TPC met 12 times during the 2021-2022 academic year via Zoom • Technology initiatives status check <ul style="list-style-type: none"> ○ Studied IT’s Operations Plan 2021 ○ Revisited COM Technology Plan 2020-2025 • Invited ESL instructor to TPC and discuss technology challenges pertaining to low-level ESL students (following Technology Plan initiative item A1: Explore Simple Instructional Technology Options: Form a subcommittee, initiate ongoing dialog with faculty, staff, and administrators from various disciplines, including community education, ESL, SAS, ECE, EOPS and other equity impacted groups, to search for, purchase, and implement appropriate technology (applications and hardware) for enhancing and simplifying teaching and learning.) • Discussed the proposal from Tech-Quity Task Force 	<ul style="list-style-type: none"> • TPC will continue to review and monitor the initiatives in the COM Technology Plan and invite key state holders to update the status of the initiatives • Dave Patterson led a FLEX session in Spring 2022 and had a panel discussion on "Technology, Equity, and Special Populations: ESL, SAS, and Community Education Students" <ul style="list-style-type: none"> ○ Dave further proposed and led an ad-hoc committee, called “Tech-Quity Taskforce”, composed of approximately 20 faculty, staff, and students across the college. ○ Tech-Quity met weekly, approximately 12 times during Spring 2022 ○ Tech-Quity forwarded a proposal to TPC with 17 recommendations from five main areas (registration, staffing, technology, recruitment and advocacy). • TPC voted to dissect the recommendations and work on the technology-related items in Fall 2022.

<ul style="list-style-type: none">• Discussion on Virtual Help Desk and the possibility of a virtual AI Chat Bot for COM website and MyCOM app (Technology Plan item B1)• Per PRAC's request, TPC worked with PRIE on creating a faculty technology survey during the academic year	<ul style="list-style-type: none">• Invited Patrick EKoue-totou to TPC and he gave a presentation on the AI Chat Bot that the College is interested in.• Faculty Technology Survey was administered in early April.<ul style="list-style-type: none">○ It was paused after faculty raised some concerns.○ TPC worked with the Distance Education Committee to improve the Survey.○ The revised faculty survey is projected to be re-administered in early Fall 2022.
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Professional Learning Committee (PLC)

Chair: Beth Patel

Primary Charge: The Professional Learning Committee operates as a subcommittee of the Planning and Resource Allocation Committee. The PLC is responsible for overseeing professional learning planning, programs and evaluation in support of the College Mission, institutional plans and initiatives, accreditation and legal requirements. The committee will utilize the resources and expertise of the Planning, Research and Institutional Effectiveness Department, Human Resources, Campus Police and other departments as appropriate.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATE
<ul style="list-style-type: none"> • Met twice per month from August 2021 to May 2022. • Planned and coordinated fall and spring Flex Weeks using the theme <i>Moving Forward Together</i>. • Worked with Classified Senate to identify activities of interest to classified professionals. • Reviewed applications for classified staff funding requests. • Promoted and supported the work of Umoja Equity Institute, IDEA Committee, and others. • Planned the annual Employee Appreciation event in coordination with academic and classified senates, human resources, and president’s office. • Recommended fall 2022 convocation-day activities. • Prepared Flex activity reports for the Chancellor’s Office. • Reviewed and updated Request for Flex Proposals. 	<ul style="list-style-type: none"> • Fall and Spring Flex Week sessions focused on equity, health and wellness, technology, and continued support for remote teaching and student services. Facilitated interactions with keynote speakers. 71 sessions + department chair meetings were held during Flex Weeks. Additional PL activities were offered throughout the rest of the year. • Developed a four-part series on Creating a Positive Workplace. Topics included Change Management, Fostering Inclusion, Increasing Mental Toughness, Maintaining Respect and Civility. Sessions presented by Anthem EAP in April/May. • Approved ten funding requests for classified staff professional learning activities. • Oversaw Employee Appreciation and Retiree Recognition lunch for 185+ on May 25, 2022. • Solicited and reviewed spring and fall Flex proposals.

<ul style="list-style-type: none">• Reviewed and revised Professional Learning Survey.	<ul style="list-style-type: none">• Distributed Professional Learning survey in May 2022 and reviewed results. Information will inform 2022-23 decision making.
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Career Technical Education Committee (CTEC)
Formerly known as the Strong Workforce Advisory Committee (SWAC)

Chair: Alina Varona

Description: The primary purpose of the Career and Technical Education Committee will be to provide an institutional hub and centralizing space for all matters CTE related. It will serve to enhance institutional efforts by supporting the development and delivery of successful Career and Technical Education (CTE) programs that meaningfully engage students and connect them to their educational and employment goals. **Charge:** The Career Technical Education Committee (CTEC) will support College of Marin's commitment to providing equitable opportunities and fostering success for all members of our diverse community by supporting information gathering and sharing, communication, coordination, and cohesion around college-wide efforts, challenges, and other matters related to CTE programs and funding including but not limited to state and regional efforts and priorities, marketing, program development, grants and categorical allocations, countywide partnerships, and employer engagement.

Charge: The Career Technical Education Committee (CTEC) will support College of Marin's commitment to providing equitable opportunities and fostering success for all members of our diverse community by supporting information gathering and sharing, communication, coordination, and cohesion around college-wide efforts, challenges, and other matters related to CTE programs and funding including but not limited to state and regional efforts and priorities, marketing, program development, grants and categorical allocations, countywide partnerships, and employer engagement.

Responsibilities: 1. Build awareness of career education programs, initiatives, opportunities, and challenges that support vital career education programs and academic and economic success and mobility for students 2. Provide updates on collegewide, local, regional, state, and federal CTE matters 3. Convene CTE faculty to identify growth and funding opportunities that are in alignment with the College's mission, student need, as well as local regional labor market needs and demands. 4. Develop, review, and communicate timeline, guides, forms, and recommendations for the Strong Workforce Allocation Cycle (SWAC) 5. Make recommendations to PRAC for resource allocation and funding while working collaboratively with Union District Workload Committee (UDWC) on any grant proposal involving faculty workload. 6. At least annually, examine college, local, regional and statewide data and indicators with attention to CTE performance, CTE data and student outcomes, including a review of Strong Workforce data, metrics, and impact assessment

Membership: The committee consists of collegewide career education faculty, administrators, and staff who engage regularly with matters related to Career Education programs, initiatives, funding, and countywide employer and workforce development efforts. While an unlimited number of faculty, students, administrators, and classified staff are encouraged to participate, programs, disciplines, and areas with more than one representative may have only one official voting member.

Voting Committee Member Composition: 4 faculty appointed by the Academic Senate preferably reflecting representation among the following areas: Counseling, ESL, Career Technical Education faculty (e.g., Business, Nursing, Education, Automotive, Theatre Tech) There should be only one person from each area. 2 classified professionals appointed by the Classified Professional Liaison Committee (CPLC) There should be only one person from each area. 2 students appointed by ASCOM 2 administrators appointed by the Superintendent/President Non-voting Resources (if not already appointed) • Coordinator(s) responsible for BSI, SSSP, Student Equity and HSI planning • School & Community Partnerships, Outreach, EOPS, Student Accessibility Services • Research and Planning representative • IT and/or Maintenance and Operations representative • The chair or co-chairs will be elected from the group.

Additional CTEC Working Group for the Strong Workforce Allocation Cycle (SWAC): The CTE Committee members will form an elected/volunteer workgroup from CTEC members to carry out the regular processes related to Perkins/SWP RFPs: • review RFPs • disseminate, • create rubrics, and • review applications and make determinations. All recommendations from this working group will go back to the main CTE Committee for final approval. Programs, disciplines, and are encouraged to recuse when reviewing proposals for which there may be a conflict of interest.