

2023-2024 Participatory Governance System Digest

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COLLEGE OF

MARIN

Contents

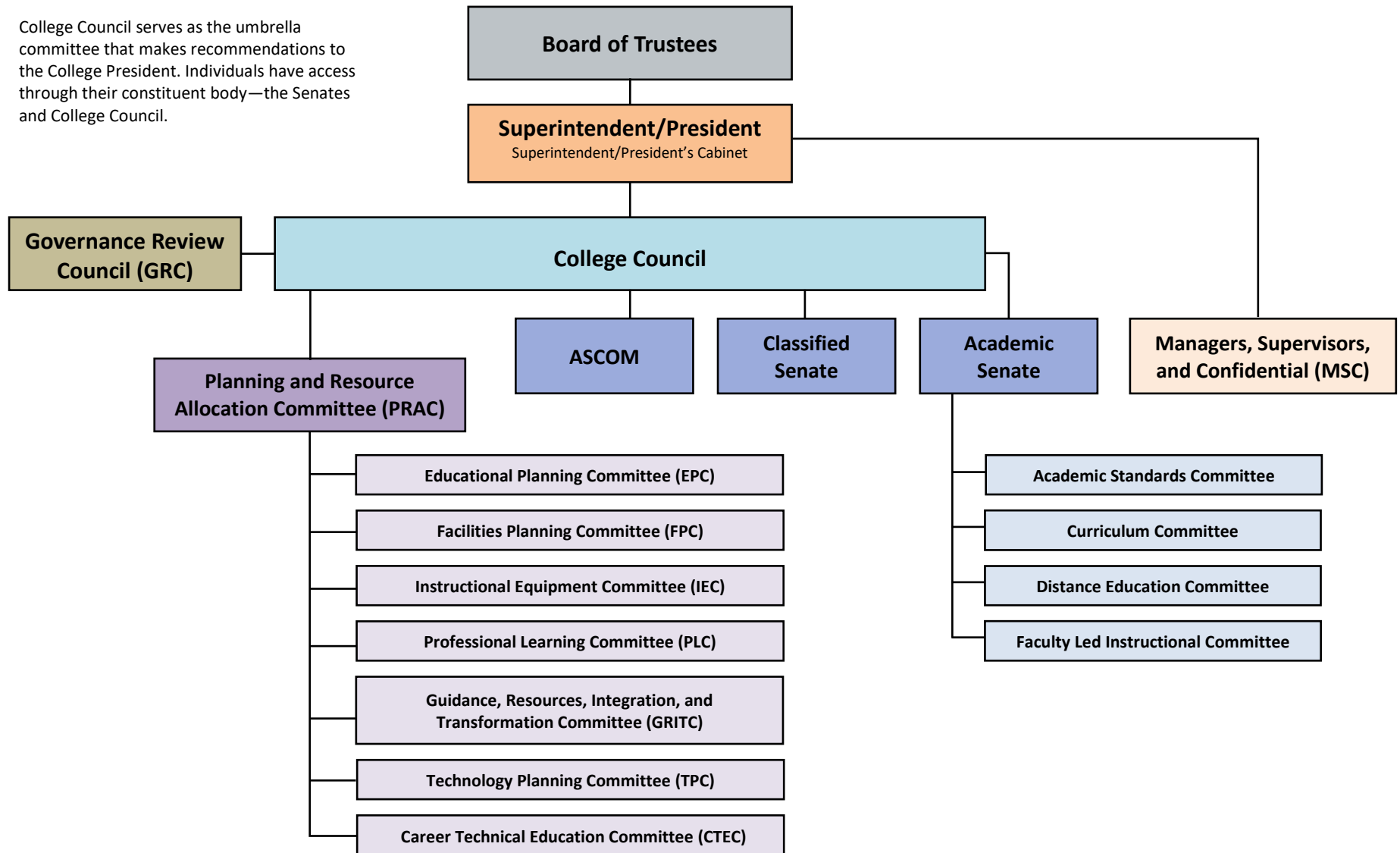
Participatory Governance Organizational Chart	1
2023-2024 Governance Digest: <i>Governance in Action</i>	2
College Council (CC)	3
Governance Review Council (GRC)	7
Planning and Resource Allocation Committee (PRAC)	9
Educational Planning Committee (EPC)	10
Facilities Planning Committee (FPC)	12
Instructional Equipment Committee (IEC)	122
Guidance, Resources, Integration, and Transformation (GRIT) Committee	13
Technology Planning Committee (TPC)	14
Professional Learning Committee (PLC)	16
Career Technical Education (CTE)	168

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.



2023-2024 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 2023-2024 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 Jonathan Eldridge (*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
- College Council met 9 times during the 2023-24 academic year. - At the initial meeting, the Council reviewed its charge and responsibilities. - Throughout the academic year the Council received and reviewed information from the Superintendent/President, management, and constituent groups related to College plans, activities, programs, and initiatives. The Council provided input and recommendations to staff and the President. - The Council discussed a variety of topics related to planning and governance, including: Campus Policing and Public Safety Advisory Council; the CEO search; campus Wi-Fi; the Welcome Center crosswalk; leadership transition; accreditation site visit; Centennial planning; naming the Center for Student Success; visioning for the future of the College; the Educational Master Plan next steps; alumni engagement; Bolinas Field Station; environmental action at College of Marin; Measure B Bond program; and others. Recommendations included: - Campus Policing and Public Safety Advisory Council be a Board created committee subject to the Brown Act - Naming the LRC project the Dr. David Wain Coon Center for Student Success - Endorsing a student-led environmental action proposal - Policies and procedures were approved unanimously	Recommendations went to the Board of Trustees for action. The Council reviewed and approved the following Board Policies and Administrative Procedures during the 2023-2024 Academic Year: - AP 2325 Teleconferenced Meetings (NEW) - BP 2340 Agendas - BP 3300 Public Records - BP 2365 Recording - BP 3410 Nondiscrimination - AP 3420 Equal Employment Opportunity - AP 3433 Prohibition of Sexual Harassment Under Title IX - AP 3435 Discrimination and Harassment Investigations - BP/AP 3540 Sexual and Other Assaults on Campus - BP 3550 Drug and Alcohol-Free Environment Drug Alcohol Abuse Program - BP/AP 3820 Gifts - BP/AP 4070 Auditing - BP/AP 4103 Work Experience - AP 4105 Distance Education - BP/AP 4300 Field Trips and Excursions - AP 5300 Student Equity - BP 5500 Standards of Conduct - AP 6400 Audits

	• AP 7145 Personnel Files • AP 7210 Academic Employees • BP 7230 Classified Employees • AP 7235 Probationary Period Confidential Supervisory and Classified Employees • BP 7240 Confidential Employees • BP 7250 Educational Administrators • BP 7260 Classified Supervisors and Managers • AP 7365 Discipline and Dismissal Classified Employees • BP 7340 Leaves • BP 4040 Library • AP 4100 Graduation Requirements • AP 4222 Remedial Coursework • AP 4230 Grading and Academic Record Symbols • AP 4232 Pass - No Pass • AP 5011 Admission of High School and Other Young Students • BP/AP 5015 Residence Determination • BP 5035 Withholding of Student Records • BP/AP 5040 Student Records and Directory Information • AP 5075 Credit Course Adds and Drops • BP/AP 5130 Financial Aid • AP 7217 Instructional Rotation • AP 7232 Classification Review • AP 7234 Overtime • BP 7251 Educational Administrator Retreat Rights • BP/AP 7280 Unrepresented Employee Complaints • BP 7335 Health Examinations • BP 7360 Discipline and Dismissal - Academic Employees • BP/AP 7370 Use of Dist. Resources for Political Activity • AP 7371 Personal Use of Public Resources • AP 7381 Health and Welfare Benefits
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	• AP 7400 Travel • AP 7500 Volunteers • BP 7700 Whistleblower Protection • BP 2320 Special and Emergency Meetings • BP 2330 Quorum and Voting • BP 2350 Speakers • BP 2360 Minutes • BP 2432 Supt-Pres Succession • BP 2610 Presentation of Initial Collective Bargaining Proposals • AP 2712 Conflict of Interest Code • BP 2717 Personal Use of Public Resources • AP 3410 Nondiscrimination • BP 3420 Equal Employment Opportunity • AP 3434 Responding to Harassment Based on Sex under Title IX • AP 4020 Program Curriculum and Course Development • AP 4101 Independent Study • BP 4225 Course Repetition • AP 5020 Non-Resident Tuition • AP 5030 Fees • BP/AP 5052 Open Enrollment • AP 5055 Enrollment Priorities • BP 5120 Transfer Center • BP 5410 Associated Students Elections • BP 5500 Standards of Conduct • AP 7215 Academic Employees-Probationary Contract Faculty • AP 3550 Drug and Alcohol-Free Environment • AP 3725 Information Communication Technology • BP 4060 Delineation of Functions Agreements • BP 4230 Grading and Academic Record Symbols • AP 4250 Probation • BP 5020 Non-Resident-Tuition • BP 5040 Student Records Directory Information and Privacy
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	• AP 5120 Transfer Center • BP 5500 Standards of Conduct • AP 5031 Instructional Materials Fees • AP 2610 Presentation of Initial Collective Bargaining Proposals • AP 3516 Registered Sex Offender Information • AP 4103 Work Experience • AP 2015 Student Trustee • AP 2110 Vacancies on the Board • AP 2320 Special and Emergency Meetings • AP 2340 Agendas • AP 2360 Minutes • AP 2712 Conflict of Interest Code • AP 2714 Distribution of Tickets or Passes • AP 3050 Institutional Code of Ethics • AP 3255 Memberships • AP 3300 Public Records • AP 3435 Discrimination and Harassment Procedures • AP 3820 Gifts • AP 4103 Work Experience • AP 5055 Enrollment Priorities • AP 5070 Attendance • AP 5410 Associated Students Organization Elections • AP 6200 Budget Preparation • AP 6550 Disposal of Personal Property • AP 6700 Civic Center and Other Facilities Use • AP 7385 Salary Deductions • AP 7400 Travel
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Governance Review Council (GRC)

Chair: Sara McKinnon, College Skills – English Instructor

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
- Members held five meetings during the 2023-2024 academic year. All meetings took place on zoom. - The committee reviewed the results from the survey that had been administered in late spring 2023 to determine any recommendations going forward including: - Request was made to include meeting days/times on the PGS homepage where all committees are listed to make it easier to choose a committee to serve on. - Budget transparency and how decisions are made. - Brainstormed strategies to raise awareness of governance committees particularly for students.	- Meetings were held and were well-attended. We had a new student join the committee – Albee Bodle. Tony Clark, Director of Fiscal Services and Sadika Sulaiman Hara, Director of Student Activities & Advocacy, joined as new managers. - Holley Shafer of PRIE came to go over results and answer questions about some of the statistics. - Sara McKinnon completed this task. - Final recommendations of the year included a general Flex presentation and a budget training in Spring to explain how a budget is made and what expectations and deadlines will ensue as the budget develops. - Shook Chung came to the April meeting to discuss a student competition to create a governance/PGS poster to increase student awareness and involvement. With her help a clear project

• Considering developing an equity guide for Governance Committees • Also considering finding a way to make the various reports from governance committees more accessible on the website.	was outlined, but then shelved until the start of the Fall semester (by Dr. Eldridge). • Sadika will bring a clear proposal for the equity guide in the Fall. • This is deferred to Fall 2024.
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Planning and Resource Allocation Committee (PRAC)

Co-chairs: Jonathan Eldridge, Asst. Superintendent/Vice President of Student Learning and Student Services, and Maria Coulson, Academic Senate President (*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
No entries available for this Academic Year	No entries available for this Academic Year

Educational Planning Committee (EPC)

Chair: Holley Shafer, Director of Institutional Effectiveness

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
- The EPC met 11 times during the 2023-24 academic year. - The Committee invited Champions from each of the focus areas in the Educational Master Plan to present and discuss 1) their 3-year timeline and strategies for achieving the Strategic Plan goal and corresponding objectives, and 2) highlight activities and progress made in year 2. - EPC began each meeting with a study session, moderated by a different EPC member each time, to review progress on the goals being presented at that meeting and to develop questions for Champions - During the Champion discussions, EPC members contributed insight and experience on specific activities strategies and how they relate to other college initiatives /activities. - Members reviewed and approved a modified format for the 2023-2024 Strategic Plan Progress Report	A final Year 2 Strategic Plan Progress Report was completed in Summer 2024 and presented to the Board of Trustees in September 2024.

Facilities Planning Committee (FPC)

Chair: Klaus Christiansen, Director of Facilities Planning and Maintenance & Operations

Primary Charge: The Facilities Planning Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff and student involvement in the planning, design, construction, upkeep and use of College-owned facilities to foster student success.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
- Continued conversation regarding memorial bench requests and work towards a process for additional requests in the future. - Review and update of charge to incorporate safety. - Construction updates were discussed regarding Measure B projects primarily around the Dr. David Wain Coon Center for Student Success (formerly Learning Resources Center) project as well as the Bolinas Marine Field station.	- The committee was able to come to a consensus regarding the four-bench request that had been routed to us for review and approval. Following presentations from the requesters and verifying funding had been received, the locations were reviewed and deemed acceptable. The information was presented by committee members to PRAC as an informational item and will be sent to the Board of Trustees on May 21st, 2024, for final approval. - The charge review was completed to incorporate safety. The committee has revised its name to the Facilities and Safety Planning Committee. This has been presented to PRAC and will be sent to the Board of Trustees in June of 2024 for final approval. The website was updated to reflect the new name and charge. - Regular informational updates were provided to the committee for review and any questions from the committee about ongoing or future projects. Information regarding changes to path of travel for construction were discussed and questions and requests were brought back to the contractor/s for response by the chair of the committee Klaus Christiansen who is the college representative for current construction projects.

Instructional Equipment Committee (IEC)

Chair: Jonathan Eldridge, Asst. Superintendent/Vice President of Student Learning and Student Services

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
No entries available for this Academic Year	No entries available for this Academic Year

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

Chair: Tonya Hersch, Dean of Educational Success Programs

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.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
- GRIT met 11 times during the 2023-2024 academic year - The GRIT committee met with departments and offices across the campus to ensure the implementation of the 2022-25 Student Equity Plan through the following meetings: 9/27/2023: Welcome & Enrollment Processes: Enrollment Services, Counseling, Outreach, EOPS, Umoja LC, UEI, PRIE 10/11/2023: Equity and Support Services: Learning communities, EOPS, Counseling, SAS, Student Activities & Advocacy, Psychological Services, UEI 10/25/2023: Transfer & Attainment: Transfer, Career, Counseling, 11/8/2023: Equity in the Classroom: Educational Success, Outreach, English, ESL, Math, Academic departments, Academic Senate, Tutoring & Learning, PRIE, Student Activities & Advocacy, Professional Learning, SAS, UEI, Umoja LC, Puente, MESA, and Mi Familia, Library, RWL, TLC	- Implementation of the Certified Student Equity Plan for 2022-2025 - The GRIT Committee reviewed 7 Instructional Departments' program reviews after they were submitted and shared their recommendations with PRAC and the corresponding departments. - Court Reporting - Electronics - Communications - Multimedia Studies - Anthropology - Psychology - Sociology

Technology Planning Committee (TPC)

Co-Chairs: Heather Rahman and Tessa Loegering

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. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding technology-related issues

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
The TPC committee reviewed the following: • Canvas access and inconsistent timing of student materials for courses • Banner updates and a possibility of a new Enterprise Resource Planning System in the future • English as a Second Language (ESL) enrollment issues where errors once revolved around available seats in classes • ESL - Keyboard and Basic computer Skills class to be offered again • Gramm-Leach-Bliley Act and the COM Security and Response Plan to address information safeguards and prevent hacking • COM wireless connection updates • Quarantine messages system • Completion of the Faculty Technology Survey upon a second launch Communications led to awareness, cohesiveness, and positive change within COM. The committee recommends the following: • Night and weekend I.T. and Enrollment Services support for faculty and students, at least for the first weeks of each new semester • Any new ERP upgrades which align with the CCCCO Vision 2030 plan	Administrative: • New members: Julie Mark; Co-chair elect Tessa Loegering; students Aliyah Bassa and Oliver Howard The following are ongoing or resulting actions taken by the TPC: • The committee continually keeps COM I.T. department informed of any current technical issues that our committee members become aware of from our day-to-day interactions with students and colleagues. • The co-chairs check-in with the Director and Manager in the I.T. department frequently to address any technology issues. • The committee provided I.T. with communication suggestions regarding the new Wi-Fi connection processes. • The committee revived and is in process of standardizing the 'Genius Bar' offering during the first week of each Fall and Spring semester. This allows students to have quick technology assistance during blocked off time at each COM library. This standard practice will provide an equitable opportunity for students to receive help with their laptop, phone, or tablet devices. • The committee launched and completed the Faculty Technology Survey. 81 responses were received with a 22% response rate. Results were made available to PRAC and I.T.

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| <ul style="list-style-type: none">• Ongoing security measures brought forth by I.T. meeting requirements of the Gramm-Leach-Bliley Act• Creation of a COM Artificial Intelligence policy• Offer basic keyboard and computer skills for students | |
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Professional Learning Committee (PLC)

Chair: Cara Kreit, English Instructor

Primary Charge: The Professional Development Committee operates as a subcommittee of the Planning and Resource Allocation Committee. The PDC is responsible for overseeing professional development 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 Office of Planning, Research and Institutional Effectiveness, Human Resources, Campus Police, and other departments as appropriate.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
- Met twice per month from August 2023 to May 2024. - Planned and coordinated fall Flex Week (“Reflecting on Progress, Celebrating Successes, and Moving Equitable Practices Forward”) and spring Flex Weeks. - Worked with Classified professionals on PLC and Senate to identify activities of interest to classified professionals. Held in-person Classified Professional Learning day in October 2023 and March 2024. - Welcomed new Classified Professional Learning Coordinator Alyssa Humphreys to PLC - Reviewed applications for classified staff funding requests. Increased publicity for this process and significantly improved use of funds. - Planned the annual Employee Appreciation event in coordination with Academic and Classified Senates, Human Resources, and President’s Office. Emphasis this year was on appreciation and having	- Fall and Spring Flex Week sessions focused on meeting goals of IP Goal 5 and 6 of Strategic Plan 2022-2025: - Creating anti-racist learning environments that address the diverse needs of learners by providing flexible ways to access and engage with course materials and demonstrate learning objectives* - Equitable practices to support students with the development of math and English skills in all courses* - Celebrating community and belonging - Fostering self-care, wellness, and community care - Fall Flex Week Program: https://www1.marin.edu/flex-week-fall-2023 - Spring Flex Week Program: https://www1.marin.edu/flex-week-spring-2024 - Spring Convocation Day: https://www1.marin.edu/news/convocation-spring-2024 - Collaborated with Umoja Equity Institute and Psyc Services to include the Equity in Mental Health Symposium as part of Flex Week Fall 2023. - Increased Flex hours reminders, including individualized emails to all faculty, resulting in highest ever completion rate of Flex hours for FT and PT faculty.

employees recognize each other's contributions through a KudoBoard: https://www.kudoboard.com/boards/CXhuk02c • Recommended Fall 2023 and Spring 2024 Convocation-day activities. • Prepared Flex activity reports for the Chancellor's Office. • Reviewed and revised Professional Learning assessment process to more closely match timing of professional learning activities. • Members participated in the Professional Learning Center task force.	• Recommended to VP an increase of cap from \$500 to \$1000 per funding request (must be negotiated with unions). • Had highest ever number of funding requests for Classified Professionals: \$10,700.16 dispersed, with 23 requests (double prior year's number of requests). • Recommended to VP an increase of cap from \$500 to \$1000 per funding request (must be negotiated with unions). • Classified Professional Learning Days held Oct and Mar this year: ○ Fall Program: https://gov.marin.edu/sites/default/files/CPL%20Day-at-a-glance.pdf ○ Fall Highlights: https://docs.google.com/presentation/d/1gB-LOTqxOw__c0RFitxc4c2hf_GMPe8sjLDe85BXUGU/edit?usp=sharing ○ Spring Program: https://gov.marin.edu/sites/default/files/CPL%20Day%20schedule%20of%20events%20-%20Fall%202023.pdf ○ Spring Highlights: https://docs.google.com/presentation/d/1no1G8JMSdx0tLd7tbPq8vvFfMXyUh1dmQzFPlqkOXY/edit?usp=sharing
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The Career Technical Education Committee (CTEC)

Chair: Alina Varona, Dean of Career Education and Workforce Development

Primary 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.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
No entries available for this Academic Year	No entries available for this Academic Year