2020-2021

Participatory Governance System Digest

Published by the Office of Planning, Research, and Institutional Effectiveness

COLLEGE OF
MARIN

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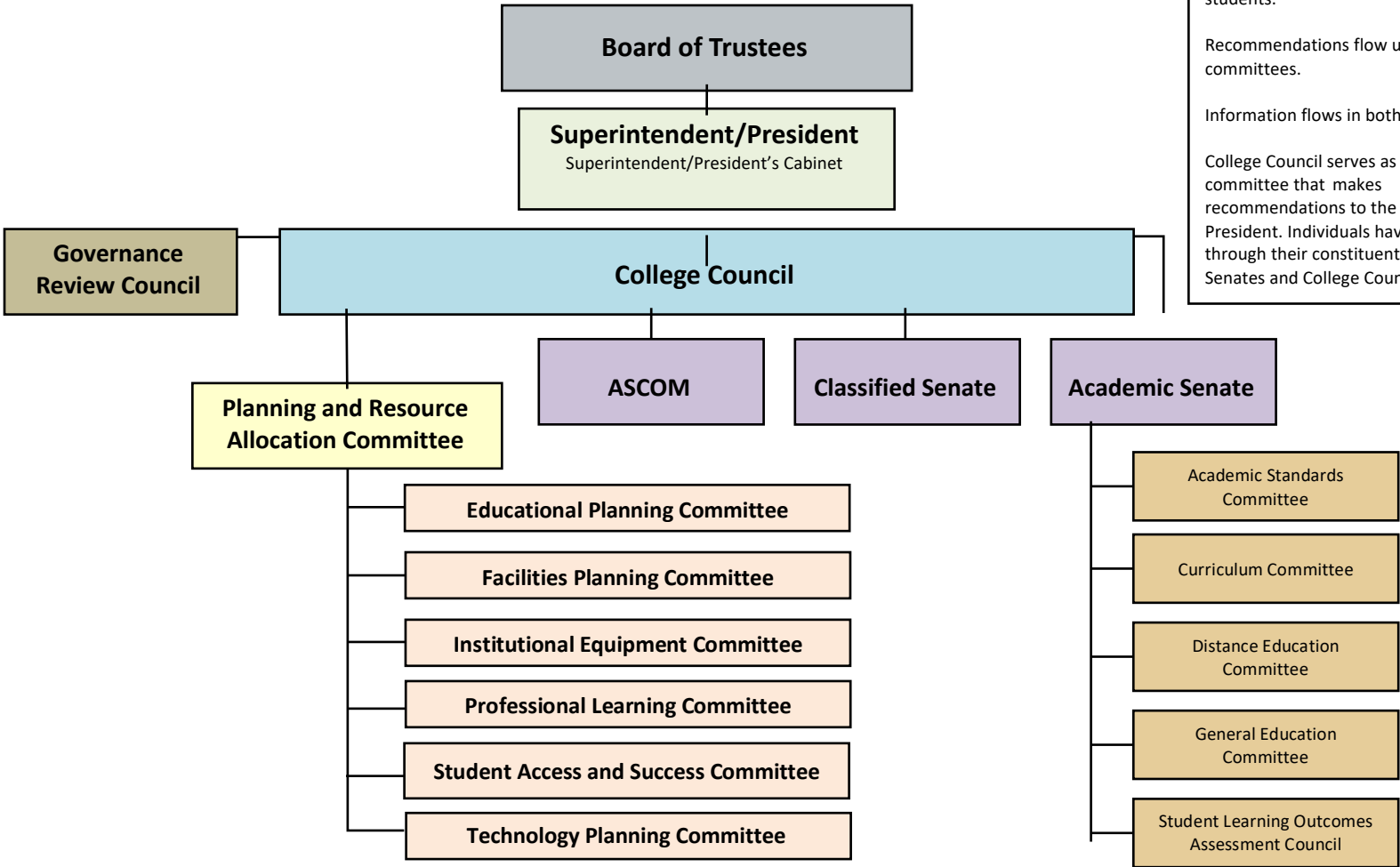
College of Marin's Participatory Governance System consists of nine standing committees and councils composed of faculty, staff and students.

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.

Board of Trustees

Superintendent/President
Superintendent/President's Cabinet

Governance Review Council

College Council

Planning and Resource Allocation Committee

ASCOM

Classified Senate

Academic Senate

- **Educational Planning Committee**
- **Facilities Planning Committee**
- **Institutional Equipment Committee**
- **Professional Learning Committee**
- **Student Access and Success Committee**
- **Technology Planning Committee**

- Academic Standards Committee
- Curriculum Committee
- Distance Education Committee
- General Education Committee
- Student Learning Outcomes Assessment Council

2020-2021 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 2020-2021 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 OF
MARIN

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
• College Council met 9 times during the 2020-21 academic year. • COVID-19 Safety Measures and Campus Closure • COVID-19 Remote Work and Economic Impacts • Distance Education • Proctorio • Diversity, Equity and Inclusion (DEI) resolution • 9-Point Antiracism Plan • Equity Statement • Educational Master Plan (EMP) Update • Strategic Planning and DEI • Equal Employment Opportunity (EEO) Plan approved • Single Use Plastics Draft Policy Review • College Hour Updates • Student Equity Plan Progress Report • Capital Projects Updates • LRC Design • LRC Abatement and Demolition Updates • LRC Lease-Leaseback Contractor Selection Committee • Proposed Real Property Acquisition and Possible Programming for 830 College Avenue • Bolinas Marine Lab Demolition Updates • Employee Housing Survey Results	• 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 committee discussed the various approaches to diversity, equity and inclusion, drafted an equity statement and approved the EEO plan. All constituents contributed to the DEI Resolution, in conjunction with COM's 9-Point Antiracism Plan, and included specific DEI actions. • The committee was updated throughout the year on design, outreach for the new LRC, including planning and timeline

• COM Discontinuance Policy
• M & O Naming
• Board Policy/Procedure Review Reviewed/Approved Board
  Policies/Procedures (as noted)
• Reviewed Board of Trustee meeting agendas

Received regular updates from:
• Classified Senate
• Academic Senate
• ASCOM
• ESCOM

information and progress updates and feedback on Environmental Impact Report. The committee approved the final schematic design.

• Discussion related to sustainability and specifically Single Use Plastics accompanied constituent review the proposed draft policy. The draft policy is still under review.

• Measures related to COVID-19 health and safety, campus closure, remote instruction, continuing training for faculty, student accessibility issues and remote work protocols. Discussion included equity, food and housing insecurity, accessibility obstacles related to students' varying needs for technology.

• Discussion and updates safe and incremental return to campus options.

• Discussion of ASCOM's proposal to ban Proctorio, an examination tool/platform.

• The committee reviewed and approved the following Board Policies and Administrative Procedures during the 2020-2021 Academic Year.

- BP 2355 Decorum
- BP/AP 3725 Information and Communications Accessibility and Acceptable Use (NEW)
- AP 3415 District Response to Immigration Enforcement Actions
- BP/AP 2105 Election of Student Trustee
- BP/AP 2305 Annual Organizational Meeting
- BP/AP 3560 Alcoholic Beverages
- BP/AP 3410 Nondiscrimination

	- BP/AP 3420 Equal Employment Opportunity - BP/AP 3430 Prohibition of Sexual Harassment - BP/AP 3433 Prohibition of Sexual Harassment under Title IX (NEW) - BP/AP 3540 Sexual and Other Assaults on Campus - AP 4105 Distance Education (10 + 1) - BP 4220 Standards of Scholarship (10 + 1) - AP 4231 Grade Changes (10 + 1) - BP/AP 4235 Credit by Examination (10 + 1) - BP 5015 Residency Determination (10 + 1) - BP/AP 5020 Nonresident Tuition (10 + 1) - BP/AP 5170 Children's Centers - BP 5180 Job Placement Services - BP 5190 Student Activities - BP/AP 5200 Student Health Services - BP 5205 Student Accident Insurance - BP/AP 5510 Off-Campus Student Organization - BP/AP 5570 Student Credit Card Solicitation - AP 5610 Voter Registration - BP/AP 5800 Prevention of Id Theft in Student Financial Transactions - AP 6365 Contracts - Accessibility of Information Technology - BP/AP 6530 District Vehicles - BP/AP 6540 Insurance - AP 6560 Environmental Responsibility - BP 6570 Integrated Pest Management - BP 6580 Excavations Occurring in Naïve American Midden Areas - BP 6600 Capital Construction - BP/AP 7270 Student Employees

	- AP 7336 Certification of Freedom from Tuberculosis - AP 7337 Fingerprinting - BP 7340 Leaves - BP 7510 Domestic Partners - AP 7600 District Police

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 on 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 eight meetings during the 2020-2021 academic year. All meetings took place on zoom.	• Meetings were held and well-attended. David Snyder retired at the end of the fall semester and John Campbell replaced him on the committee.

• In the fall of 2020, the Superintendent/President requested that all committees review their charges with a particular focus on committing to including anti-racist language.	• GRC reviewed its charge and made the following changes to the first and fifth bullets:
	   o the system's processes are open, **and transparent, and equitable;**
	   o recommendations are consistent with the mission of the College **and reflect a core commitment to anti-racism;**
	• Additionally, under responsibilities, a couple of general revisions were made.

• Other committees submitted revisions to their charges to GRC during the fall and spring semesters.	• PRAC, GRIT, FPC, and TPC all updated their charges. EPC, PLC and SWAC did not revise their charges. GRC reviewed and approved them and sent them on to College Council.
• GRC continued its review and revision of the 2016 PGS Plan. It also looked at the plan in terms of adding a commitment to anti-racist actions where needed. This 2021 revision was	• In the Spring of 2020, the Governance Review Council (GRC) began a review of these websites to determine if the information was accurate and up to date. The GRC members also reviewed the 2016 PGS Plan to check on

completed in May 2021 and will be submitted to College Council at the start of Fall 2021.

the accuracy of the procedures outlined and the currency of Title 5 and Ed Code language.

- In addition, since 2016, the following changes were made to the plan:
  - A procedure for the discontinuance or restructuring of a governance committee was added.
  - The Student Access and Success Committee was discontinued and replaced by the Guidance, Resources, Integration, and Transformation Committee (GRIT).
  - The Instructional Equipment committee was renamed the Institutional Equipment Committee.
  - The Professional Development Committee was renamed the Professional Learning Committee.
  - The Strong Workforce Advisory Committee was added.

- As of April 1, 2021, this work has been completed and the full revised PGS Plan will be sent on for final approval.

COLLEGE OF MARIN

Education Planning Committee (EPC)

Co-Chairs: Cara Kreit and Ryan Byrne

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
Year 2 progress on the Strategic Plan 2019-2022 has been impacted by the COVID-19 pandemic and ongoing remote work/instruction. Some work has been delayed due to the pandemic and/or refocused in order to address the immediate needs of the College. However, the Education Master Plan allows us to keep focused on the long-term goals the college community has collectively identified as priorities over the next 4 years, guiding and informing the path ahead as we regain the flexibility to go back in person with new capabilities gained during the pandemic. **Of the 52 strategic plan objectives reported for Year 2 of the Strategic Plan 2019-2022:** • **5 are completed.** • **36 show substantial progress**	This coming year will be the final year of the current strategic plan and will also include the development of the second and final strategic plan of the 6-year *Educational Master Plan 2019-2025.* **EPC makes the following recommendations for the coming year:** • Continue the updated annual review process, which created valuable opportunities for dialogue between EPC and Champions across the focus areas of the plan early on in the year. Expand on this by including work teams in EPC presentations. Review progress/performance indicator data with Champions as they are writing narratives. • In Year 3, start to consider post-covid future: How the needs of students, staff, and community have changed, innovations we may want to keep post-pandemic, and what we can start building capacity towards in action steps to match these changes towards achieving EMP goals. • **IVC Focus Area:** Much progress has been made with facilities, CTE vision, Miwok programming, so work of next strategic plan is to create broader college-wide vision based on these elements along with general education offerings,

- **11 show limited or no progress.** Many of the action steps within these goals have shifted for Year 2 to focus on the immediate needs of the College to support students, instructors, and staff during the pandemic and safe return to in-person instruction/work. EPC recognizes the incredible work that has taken place across the College to support the needs of the College community during this time.

student services, and marketing. EPC recommends that the work group that creates the IVC focus area of the next strategic plan be a cross-functional team that represents all areas of the college to create the broader college-wide vision. IVC will have two additional EMP goals to be developed for the second strategic plan.
- **College Systems Focus Area:** EPC recommends that next strategic plan include stronger connections between facilities and other focus areas of the plan, particularly with SAS and IP. EPC recommends that the work group that creates the IVC focus area of the next strategic plan be a cross-functional team that represents all areas of the college**.**
- **Equity Focus Area:** EPC recommends that equity should be woven into more action steps for each focus area, not just EQ, in next strategic plan.

FPC COMMITTEE:

Chair: Klaus Christiansen

Primary Charge: The FPC operates as a subcommittee of 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
• Facilites related discussions with questions/concerns from faculty, staff and student members. • Covid-19 Safety updates discussions. • Bond, construction and Facilities updates. • LRC demolition and archaeological findings. • Miwok aquatic and fitness center construction and use updates. • Review and update the Charge to include language around the work of the FPC to insure an equitable, inclusive, and accessible experience for all constituents. • Program Review will take place next year.	• At each meeting, faculty, staff and students brought facilities related concerns for updates and responses to the Facilities Director and Bond Director. • Covid-19 was a big topic this year, with many concerns being discussed and addressed at each meeting, in turn the constiuents shared out this information to their groups. • The FPC Charge was revised to more accurately reflect work done by FPC. In addition, our focus on equity and inclusion resulted in revisions to the charge to reflect this. • LRC being the Capstone project for Measure B with wide community input, College council became the representative group for the LRC design/programming. And FPC has become more of an informational committee.

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

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.

Specific responsibilities include:

- 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
- Grit members met 11 times during 2020-21. - Organized and facilitated the following discussions to ensure accountability and oversight for the implementation of the 2019 Student Equity Plan: **2/10/2021: Welcome & Enrollment Processes:** Enrollment Services, Counseling, Outreach **2/24/2021: Transfer & Attainment:** Transfer, Career, Counseling, Outreach **3/10/2021: Increased Services:** Enrollment Services, Health Services, Counseling, Bookstore, Student Activities & Advocacy, SAS **4/14/2021: Completion of Transfer level Math & English:** Educational Success, Outreach, English, Math, Academic departments, Tutoring & Learning, PRIE, Student Activities & Advocacy, Professional Learning, SAS **4/28/2021: Retaining Students/Academic Probation Support:** Educational Success, Counseling, EOPS, Student Activities & Advocacy, IT, SAS, Enrollments Services, Student Services **5/12/2021: Retaining students and support:** Learning communities, EOPS, Counseling, SAS, Student Activities & Advocacy - Provided guidance to noninstructional programs undergoing program review	- Revised GRIT Charge and Specific Responsibilities to address issues of equity, antiracism, and antiblackness - Developed Institutional Outcomes and Guiding Questions for the new Noninstructional Program Review template

Institutional Equipment Committee (IEC)

Chair: Jonathan Eldridge

Primary Charge: Consider equipment needs & make recommendation to PRAC for equipment purchases

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• Solicited equipment needs from departments across campus • Reviewed available funding/sources • Reviewed requests and matched to funding	• Recommended ~$240,000 of equipment purchases to PRAC

COLLEGE OF MARIN

Planning & Resource Allocation Committee (PRAC)

Chair: Jonathan Eldridge & Meg Pasquel

Primary Charge: Recommend revenue & expense assumptions and recommend planning & resource allocation requests to the President

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• 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 (FPC, TPC, GRIT, IEC)	• Recommended ~$240,000 of equipment purchases and ~$1,100,000 of programmatic requests to President

• Reviewed recommendations for AY 2021-22 keynote speakers for fall and spring • Leveraged ProLearning reporting features to prepare faculty and CCCCO Flex reports • Updated PL Survey	• Approved 7 funding requests for classified staff professional learning activities • Confirmed AY 2021-22 convocation speakers and special guest. Adopted *Moving Forward Together* as our PL theme. • Created faculty Flex reports • Sent out PL survey – June 2021

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
• Met twice per month from August 2020 to June 2021 • Reviewed current PL plan and other College plans and documents to draft a new Professional Learning Plan • Planned and coordinated fall and spring Flex Weeks • Prepared a presentation for the President's Equity Summit • Coordinated the annual Faculty/Staff Appreciation event with leadership from academic and classified senates and president's office • Asked HR to suggest ways to increase employee recognition • Reviewed applications for classified staff funding requests.	• Presented PL Plan 2021-2024 to PRAC for approval – May 2021 • Coordinated/presented fall and spring Flex Weeks using the theme *Cultivating Empathy, Care, Connection, and Inspiration*. Sessions focused on equity and continued support for remote teaching and student services. • Gave presentation during the President's Equity Summit highlighting the role of the PLC as a hub for equity activities • Faculty/Staff Appreciation event – held virtually, May 2021 • HR presented a proposal to increase employee recognition

• Reviewed recommendations for AY 2021-22 keynote speakers for fall and spring • Leveraged ProLearning reporting features to prepare faculty and CCCCO Flex reports • Updated PL Survey	• Approved 7 funding requests for classified staff professional learning activities • Confirmed AY 2021-22 convocation speakers and special guest. Adopted *Moving Forward Together* as our PL theme. • Created faculty Flex reports • Sent out PL survey – June 2021

COLLEGE OF MARIN

Strong Workforce Advisory Committee (SWAC)

Chair: Cari Torres-Benavidas/Katheryn Horton

Primary Charge: Provide recommendations for Strong Workforce Program investments

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
Strong Workforce Program (SWP) funds were prioritized this year to be directed toward the development of Short-Term Trainings in light of job losses due to the pandemic. For this reason, applications were not sought and the SWAC committee did not convene. In 2020-21.	

Technology Planning Committee (TPC)

Co-Chairs: David Patterson, Mengqi (Grace) Yuan

Primary Charge: The Technology 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 and will be responsible for the following:

Responsibilities

· Provide oversight for the development, implementation, and updating of an integrated Technology Plan.

· Review and develop technology-related policies for the District.

· Make specific recommendations to the superintendent/president on the use of technology throughout the District with regard to both ongoing activities and future direction.

· Collect and disaggregate data to identify opportunities to advance equity-minded and antiracist technology planning.

· Ensure technology planning incorporates a broad range of college community members' voices, including those that face discrimination because of race, gender, gender identity, religion, sexual orientation, class, disabilities, age and national origin.

· Inform the College community i of advances and opportunities in technology to support teaching and learning.

· Disseminate information about the current activities and future plans in each the technology areas (Infrastructure, Information Systems, Instructional, and Student Services).

· Maintain a comprehensive overview of the entire technological effort in the District.

· Assess and develop policy on matters such as intellectual property rights, appropriate use of technology, and standards.

· Establish appropriate timelines to complete tasks and make recommendations.

· Make recommendations for the purchase of equipment to support instruction and student areas to the Institutional Equipment Committee (IEC) and other appropriate groups, in keeping with the district's existing guidelines and practices to support minority and woman-owned businesses.

· Promote equitable access to and use of technology, especially for groups that are most impacted by white supremacy culture, social and economic factors, and racism.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
- Presented TPC updates to PRAC - Charge Revision - Discussed and researched issues regarding usage of Proctorio and explored resolutions	- Technology Master Plan 2020-2025 approved by PRAC - Revised Charge was submitted to and approved by Governance review Council - Developed Proctorio resolution and forwarded it to ASCOM
Current member list:	
2020-2021 Khadija Nakhuda Katherine Chuang Paul Cheney Luna Finlayson Andy Haber Carol Hildebrand Matthew Howard Matthew Kent David Patterson Caitlin Rolston Grace Mengqi Yuan	

College Council
David Wain Coon (Chair)
Meg Pasquel
Maria Coulson
Peggy Dodge
Maridel Barr
Monica Applegate
Kim Foulger
Keli Gaffney
Fernando Sanchez-Lopez
Bertha Cazares
Luanne Mullin
Jonathan Eldridge
Greg Nelson
Mia Robertshaw
Isidro Farias
Micõl Benèt

Governance Review Council
Sara McKinnon (Chair)
Steve Carrera
Angela Olmanson
Jon Gudmundsson
John Campbell
Candace Hansen
Ryan Nelson

Educational Planning Committee
Ryan Byrne – Manager (Co-Chair)
Cara Kreit – Faculty (Co-Chair)
Gina Cullen
Julian Solis
David Everett

Rebecca Yim
Ryan Nelson
Alina Varona
Connie Siegenthaler
Holley Shafer

Facilities Planning Committee
Klaus Christiansen (Chair)
Stormy Miller
Jeff Cady
Paul Wilson
Fernanda Davila
Maridel Barr
Greg Nelson
Isidro Farias
Patrick Ekoue-totou
Teresa Brown
Blaze Woodlief
Trevor Bjorklund (currently on sabbatical)

GRIT
Tonya Hersch (Chair)
Hugo Guillen
Gina Cullen
Maria Coulson
Alexander R Jones
Andrea Hunter
Sadika Sulaiman Hara
Ellen Shaw
Bea Cazares

Institutional Equipment Committee
Jonathan Eldridge (Chair,non-voting)
Ron Krempetz
Andy Haber
Patricia Hulin
David Erlenheim

PRAC:
Jonathan Eldridge (Co-chair)
Meg Pasquel (Co-chair)
Kathleen Atonkhin
David Egert
Patricia France
Jon Horinek
Colleen Mihal
Lisa Morse
Kristen Perrone
Monica Rudolph
Sarah Frye
Greg Nelson
Nigel Haikins-Appiah
Rhonda Jones
Peggy Isozaki
Cari Torres-Benavides
Patrick Ekoue-totou

Professional Learning Committee
Beth Patel (Chair)
Shook Chung
Carol Hernandez
Tonya Hersch
Connie Lehua
Stacey Lince

Gina Longo
Connie Siegenthaler
Tea Perales
Danila Musante
Oliver Reyes
Cari Torres-Benavides

Strong Workforce Advisory Committee
Cari Torres-Benavidas (Co-Chair)
Katheryn Horton (Co-Chair)
Nancy Willet
Alex Jones
Mark Barrall
Melonie Palomino
Wende Bohlke

Technology Planning Committee
Grace Mengqi Yuan (Co-Chair)
David Patterson (Co-Chair)
Khadija Nakhuda
Katherine Chuang
Paul Cheney
Luna Finlayson
Andy Haber
Carol Hildebrand
Matthew Howard
Matthew Kent
Caitlin Rolston