

<p>COLLEGE OF <b>MARIN</b></p>	<p><b>GOVERNANCE REVIEW COUNCIL</b></p>
------------------------------------	---

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

**May 4, 2022: 2:00 to 3:00 pm on Zoom**

### **MINUTES**

**Present:** Sara McKinnon, Jon Gudmundsson, John Campbell, Candice Hansen

**Absent:** Angela Olmanson, Steve Carrera, and Faiz Khaliq (student).

1. Approved Agenda (Jon/Johnny; approved.)
2. Approve Minutes from April 6, 2022 (Jon/Johnny/approved; Candice abstained).
3. Discussion
  - a. Approved charge for Career Technical Education (CTE) Committee with one amendment to change Classified Staff to Classified Professionals in the membership section. (Jon/Candice – all approved).
  - b. Revised PGS Recruitment/Information Flier for 2022: New 2-page flier was presented with a minimum of text regarding each committee but which included the meeting times and the website. GRC committee gave the go ahead to ask Reprographics designers to design the final flier.
  - c. Discussed sending the Recommendations/Comments from the March 1<sup>st</sup> meeting minutes on to College Council and to chairs of all committees.
  - d. Thanked everyone for their participation this year.

## The Career Technical Education Committee (CTEC)

### 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.

### 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 CTE 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.

# COM Participatory Governance System (PGS)

<https://gov.marin.edu/>

## How have you benefitted from serving on a PGS committee?

- Engagement with fellow COM team members; exposure to college process/system outside of my immediate home dept; opportunity to contribute.
- I have appreciated being able to meet people from outside of my department, to learn about other areas of campus life and to have an impact on the college.
- Yes, it opened my eyes to the way the college operates and the processes.

## How do I volunteer to participate in these committees?

- Faculty are appointed by the Academic Senate. <https://as.marin.edu/>
- Classified Professionals are appointed by the Classified Professional Liaison Committee (CPLC). <https://cs.marin.edu/>
- Students are appointed by the Associated Students of College of Marin (ASCOM). <https://ss.marin.edu/saa/ascom>
- Managers are appointed by the Superintendent/President.

## College Council

<https://gov.marin.edu/cc>

College Council is made up of members of the three Senates (Academic, Classified and Student) plus 3 managers and the Superintendent/President. Final recommendations, proposals and college reports are vetted through this committee.

**It meets on the Thursday before a Board of Trustees Meeting.**

## Governance Review Council (GRC)

<https://gov.marin.edu/grc>

This committee monitors, reviews and evaluates the participatory governance process and reviews any changes to the system or to the PGS committee charges.

**GRC meets on the first Wednesday of the month from 2 to 3 pm.**

**Planning and Resource Allocation Committee (PRAC)**

<https://gov.marin.edu/prac>

PRAC helps operationalize the College's mission and strategic plan by looking at resource needs and recommending how they can be met within upcoming budgets while ensuring antiracist practices, equity, and access are embedded in all recommendations. **Meets twice each month on Tuesday afternoons.**

**Educational Planning Committee (EPC)**

<https://gov.marin.edu/epc>

EPC is a fantastic committee to be on if you want to learn about and give feedback on work across the College from a birds-eye view, to ensure that equity is embedded across all the work we do at the College, and to break down silos by drawing connections across all areas of the College.

**EPC generally meets every other Monday from 2 to 4 pm.**

**Institutional Equipment Committee (IEC)**

<https://gov.marin.edu/iec>

This committee reviews all requests for equipment from academic departments, student services and college operations and based on rubrics, makes recommendations to the Planning and Resource Allocation Committee for funding. **This committee meets in March and April only.**

**Technology Planning Committee (TPC)**

<https://gov.marin.edu/tpc>

The Technology Planning Committee is a friendly, collaborative group of faculty, staff, students and administrators. It has a [Five Year Technology Plan](#) with about 40 technology projects that it is trying to help facilitate. **Meets (currently on Zoom) every third Wednesday, 12:40-1:30.**

**Career and Technical Education Committee (CTEC)**

<https://gov.marin.edu/swac>

**CTEC supports 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. **Meeting time: TBA**

**Facilities Planning Committee (FPC)** <https://gov.marin.edu/fpc>

The Facilities Planning Committee is the committee where faculty, staff and students can provide input to the college regarding facilities, Facilities plans, and the project related to the Bond.

**FPC generally meets on the last Wednesday of the month.**

**Guidance, Resources, Integration, and Transformation Committee (GRIT)** <https://gov.marin.edu/grit>

GRIT works with departments, programs, and offices across the campus to develop COM's Student Equity Plan. Anyone interested in advancing equity, antiracism, and student access and success at COM would enjoy being a part of GRIT. **It meets on the 2nd and 4th Wednesdays at 2pm.**

**Professional Learning Committee (PLC)**

<https://gov.marin.edu/plc>

The PLC plans the Flex program for faculty and staff to Cultivate a culture of learning, foster a sense of community and support institutional practices that close equity gaps and promote student achievement. Please visit the website and read the [Professional Learning Plan](#).

**PLC meets from 3:30-4:30 pm on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays.**