2010-11

Participatory Governance System Digest:
Governance in Action

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

COLLEGE OF
MARIN

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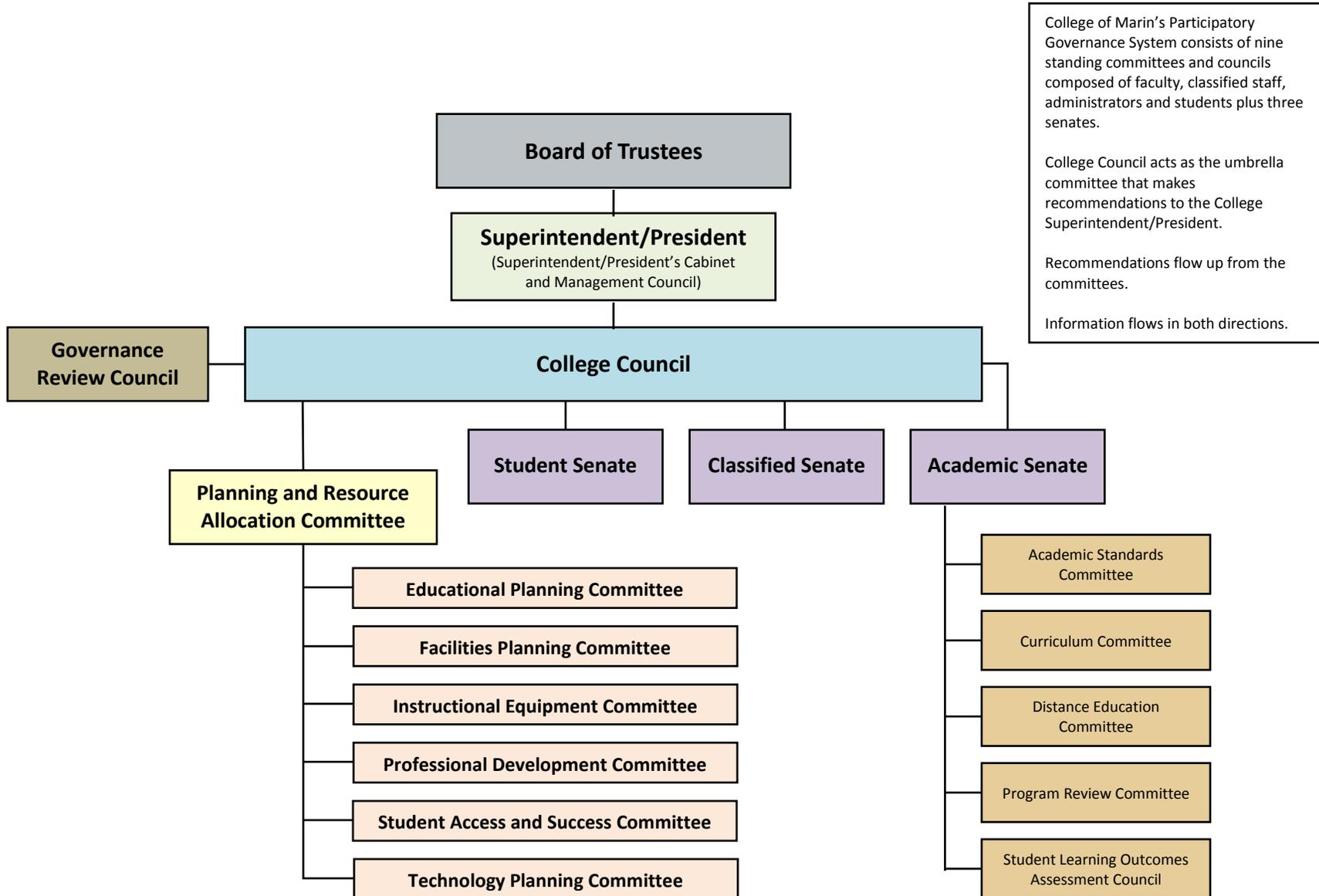
College of Marin's Participatory Governance System consists of nine standing committees and councils composed of faculty, classified staff, administrators and students plus three senates.

College Council acts as the umbrella committee that makes recommendations to the College Superintendent/President.

Recommendations flow up from the committees.

Information flows in both directions.

Board of Trustees

Superintendent/President
(Superintendent/President's Cabinet and Management Council)

Governance Review Council

College Council

Student Senate

Classified Senate

Academic Senate

Planning and Resource Allocation Committee

- **Educational Planning Committee**
- **Facilities Planning Committee**
- **Instructional Equipment Committee**
- **Professional Development Committee**
- **Student Access and Success Committee**
- **Technology Planning Committee**

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

2010-2011 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. This issue documents 2010-2011 governance committee activities and recommendations, as well as resulting actions taken and committee updates. Reports were submitted by the individual committees.

See the Participatory Governance Web Page for more information about the College's Participatory Governance System including a complete description of each committee's charge, responsibilities and composition and the Participatory Governance System Plan that includes operating procedures and guidelines.

College Council

2010-2011 Meeting Schedule: Monthly, the Thursday before the Board of Trustees Meeting**,** 3:00 p.m. to 4:30 p.m.

Chair: *(Designated by position),* Fall Semester: Superintendent/President Al Harrison, Fall Semester; Spring Semester: Superintendent/President David Wain Coon

Primary Charge: College Council serves as an advisory group to the College President for Board Policies and Procedures, college goals, plans and priorities and as a clearing house for information. It is also serves as vehicle for communication among constituent groups.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• College Council members met monthly to discuss and respond to governance recommendations, college planning documents and reports, review the Board of Trustees Agenda and present reports about the activities of their respective constituencies.	• College Council members communicated back to their constituencies and brought recommendations forward as appropriate.
• Reviewed proposal to revise the Integrated Planning Manual as recommended by the Planning and Resource Allocation Committee (PRAC). Major changes include revision in the program review cycle allowing departments to request mini program review to request resources if necessary, a revised feedback loop and revisions to the SLO process.	• Approved recommendations to revise the Integrated Planning Manual. Revised Integrated Planning Manual posted on the Institutional Planning Web Page and the process was implemented.
• Reviewed proposed revisions to the Facilities Planning Committee charge and responsibilities as recommended by the Governance Review Council, PRAC and the Facilities Planning Committee.	• Revised FPC Charge was approved March 10, 2011. Participatory Governance System Plan updated and posted on the Participatory Governance System Web Page.
• Reviewed Governance Review Council recommendation to include "Committee Reports" as a standing agenda item for all PGS Committees to improve communication among committees.	• Approved GRC Recommendation to include "Committee Reports" as standing agenda item. Communicated to PGS committee chairs to add this item to their agendas.
• Reviewed and proposed revisions to College Mission Statement.	• Proposed revisions to Mission Statement forwarded to College president for consideration.

- Reviewed and agreed to move forward 75 proposed new and revised Board Policies and Administrative Procedures recommended by the Board Policy Task Force and/or Academic Senate.

- Board Policies moved on to Board of Trustees for adoption. Administrative Procedures approved by the College president and sent to Board of Trustees as Information Items. Revised Board Policies and Administrative Procedures posted on the College Website.

- Discussed recommendation from the Academic Senate to finalize and implement proposed revision to the college's smoking policy and procedure, BP/AP 3570 titled *Smoke Free Working and Learning Environment* originally proposed in May 2009.

- The College president met with the appropriate constituencies to discuss implementation issues and concerns. BP 3570 was adopted by the Board of Trustees July 19, 2011. College of Marin's two campuses became smoke free except in designated smoking areas at the beginning of the fall 2011 semester.

Educational Planning Committee (EPC)

2010-2011 Meeting Schedule: As needed
Chair: n/a
Primary Charge: As a subcommittee of the Planning and Resource Allocation Committee (PRAC), the Educational Planning Committee is charged with developing the Educational Master Plan.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
The Educational Planning Committee completed the 2009-2019 Educational Master Plan in spring 2009 and did not meet in 2010-11. • In spring 2011, discussions were held in PRAC to revise the EPC charge to include regular monitoring of the Educational Master Plan and a more active role in development of the College's Strategic Plan.	• EPC began meeting again in fall 2011. It's first action was to review and approve the proposed revision to its charge and responsibilities. The proposed revision was submitted to Governance Review Council (GRC) who is in the process of reviewing and approving the revised charge. It is expected that GRC will send its recommendation to College Council in November.

Facilities Planning Committee (FPC)

2010-2011 Meeting Schedule: Second Monday of the month, 2:00 p.m. to 3:00 p.m.
Co-chairs: Laura McCarty and Eric Dunmire
Primary Charge: The Facilities Planning Committee operates as a subcommittee of the Planning and Resource Allocation Committee 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
• Updated and revised its charge, including its relationship to the College's master plan process.	• The revised charge was recommended by Governance Review Council to College Council. It was approved by College Council March 10, 2011.
• Discussed best practices for facilities master plans and reviewed plans from Evergreen Valley College, Peralta Community College District, Coastline Community College and Allan Hancock Community College.	• Reviewing the master facilities plans from other community colleges gave the committee important information to set the direction of our Facilities Master Plan.
• FPC members met with two faculty resources and discussed the importance of including the needs and data supplied in the program review process in the new Facilities Master Plan.	• Academic needs as defined in program review, strategic planning & the educational master planning process will be used to create the new plan.
• Defined and evaluated the pros and cons of using consultants for the plan development.	• FPC decided a consultant would help us properly integrate the new Facilities Master Plan with our Educational Master Plan and recommended that the College hire a consultant.
• Identified Educational Master Plan 2009-2019 recommendations related to the development of a COM Facilities Master Plan.	• Recommendations from the COM 2009-2019 Educational Master Plan were included in the Request for Proposal (RFP) for a consultant.
• Finalized the scope of work statement for hiring a master plan consultant, including discussion relating to the requirement for a maintenance schedule in addition to total cost of ownership, ADA accessibility requirements, and the defining of priorities.	• Invited seven architectural firms to interview for the project.
• Developed and presented a timeline for work completion.	• Timeline to complete the work was presented to the PRAC and Cabinet.
• Scheduled the consultant procurement process for June 2011.	• FPC reviewed the RFP's received and presented them to the president. There was consensus to interview all firms who responded to the RFP.
• Interviewed seven master plan consultant firms in August 2011.	• FPC ranked the top three candidates and sent recommendations to Dr. Coon. VBN Architects was selected as the winning candidate.

Governance Review Council (GRC)

2010-2011 Meeting Schedule: Third Tuesday of the month**,** 2:00 p.m. to 3:00 p.m.
Chair: Matt Markovich
Primary Charge: The Governance Review Council's charge is to monitor and evaluate the governance system to ensure that the system's processes, decision-making and communication are available to all.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• The GRC reviewed and recommended to College Council a revision to the Facilities Planning Committee's (FPC) charge which includes the creation of a Five Year Facilities Master Plan, clarifies FPC responsibilities and adds that decisions will be made to foster student success.	• The recommendation was approved at the March 10 College Council meeting, thereby clarifying FPC's responsibilities and its relationship with the College's planning process. The new FPC charge was posted to the PGS Web page, inserted into the PGS Plan, and most importantly, has provided a clear direction to the committee that has enabled them to move forward with the creation of the 5-year Facilities Master Plan per WASC's Recommendation #7.
• Reviewed results of the spring 2010 PGS Committee Member Survey. Although most feedback was positive, there was disagreement among respondents about whether the system itself is open and transparent. As a result, the GRC recommended to College Council the implementation of a standing agenda item entitled "Committee Reporting" for all PGS committees. This agenda item allows committee members who serve on more than one committee to report back on the work of the other committees on which they serve. This action is in addition to the President's Monthly Forums and Governance in Action publication.	• College Council approved this recommendation on March 10 and implemented it immediately which was reported to have led to a rich exchange of information thereby increasing communication among committee members. The new procedure was communicated to committee chairs and announced in the President's Weekly Briefing. PGS committees started implementing this new agenda item in spring 2011.
• After reviewing a draft of the 2009-2010 Office of Planning, Research and Institutional Effectiveness (PRIE) publication, "Governance Digest" that describes PGS committee work and recommendations, the GRC recommended further improving communication/transparency to "close the loop" by adding information about outcomes and actions taken based on committee recommendations and including the names of PGS committee members in the Digest for reference.	• PRIE added a new column entitled "Resulting Actions/Updates" into the Digest so results of committee recommendations were clear and renamed the publication "Participatory Governance System Digest*: Governance in Action*". Distribution was expanded to include the PGS Web page, global email and the *President's Weekly Briefing*. PRIE also incorporated the governance membership roster into the Digest as well as the PGS Committee flow chart.

- The GRC received and considered a proposal from College Council to change the way quorum is established as outlined in the PGS Plan so that committee actions would not be delayed due to lack of attendance. The existing rule is that 50% of the members plus one must be present and that there be a member present from each constituency that has appointed representatives. The proposal recommended deleting the statement "that a member from each constituency" be present. GRC solicited feedback from the various constituencies and found that the proposal was not supported by all groups. Therefore, the GRC agreed to keep the existing language and instead, remind and encourage committee members to send substitutes to meetings and request that committee members notify chairs or staff resources if they are unable to attend.

- To address ACCJC Recommendation #4 to strengthen the role of research through broad institutional dialogue and critical analysis, the GRC recommended the implementation of "Monthly Data Nuggets" as proposed by the PRIE Office. The proposal suggested sharing a brief data report with the College community each month. Distribution methods include posting the nugget on the Institutional Planning web page, including it in the President's Forums, announcing it in the President's Weekly Briefing and sending it to PGS committee chairs to include on committee agendas for discussion if appropriate to the work of the committee.

- GRC recommended numerous changes to improve the PGS Member Survey before it was distributed in spring 2010. To increase the number of survey respondents, GRC also recommended a new distribution method that included sending the online survey link to each committee as a group rather than doing a mass distribution and follow-up messages to the chairs to remind their committee members to take the survey.

- A reminder about the PGS process to establish quorum was placed in the President's Monday Briefing and emailed to all PGS chairs along with the importance of sending a substitute and the need to communicate about unavoidable absences. GRC's consensus not to change the existing process was also reported back to College Council.

- In April 2011, PRIE notified PGS committees about the process to review Monthly Data Nuggets. Links were placed on the Institutional Planning Web Page for each monthly data nugget and they were announced in the President's Weekly Briefing. Chairs were asked to share the data nuggets with their committee members who will determine if they are related to the committee's work and decide whether to include them on the agenda for further discussion. The April 2010 Data Nugget was the "Accountability Reporting for the Community Colleges 2011 Report" (ARCC Report) followed by information about COM Student Success Rates in May.

- The PGS Member Survey was distributed to all PGS committees in May 2011 as recommended by the GRC. The response rate was 56%, a 100% increase over 2010. Survey results are scheduled to be reviewed in fall 2011 along with recommendations for improvement as appropriate.

Instructional Equipment Committee (IEC)

2010-2011 Meeting Schedule: Second and Fourth Wednesday of the month in spring 2011, 11:00 a.m. to 12:30 p.m.
Chair: *(Designated by position),* Vice President of Student Learning, Angelina Duarte
Primary Charge: The College Instructional Equipment Committee operates as a subcommittee of PRAC to ensure faculty, staff and student involvement in recommending allocations for instructional equipment.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• At the request of the President, the IE Committee forwarded all IE requests related to Performing Arts and Math/Science to Laura McCarty (Modernization) for possible funding through the Bond.	• All IE requests were deemed fundable and will be prioritized and evaluated for actual funding.
• Requests were received in three separate lists: hardware, software, and instructional equipment which made it difficult for the committee to see how requests were related to one another.	• A recommendation was made to integrate all requests into one list and to identify requests that are related to each other so they can be considered as one.
• Rubrics used were cumbersome and difficult to implement. These were academically based and should have been done by faculty. The priority that individual requestors indicated was very useful.	• Rubrics should be re-evaluated and simplified and should be applied by faculty. Priority by individual faculty members should be indicated on the rating sheet.
• Although the committee had access to the actual program reviews and comments by department chairs and deans, it was difficult for the committee to prioritize requests for funding. More information was requested and some individuals visited the committee to provide this information.	• It is being recommended that Departments do some initial prioritizing of their requests before submitting them to IEC and that department chairs work with deans to do an initial prioritization of area requests. This will help the IEC members as they review all requests.
• Recommendations for general equipment, software and hardware were forwarded to PRAC.	• PRAC recommended and the President approved $55,210 for instructional equipment. Implementation in progress fall 2011.
• *Note*: There seemed to be much confusion on whether items should be ranked or prioritized. Some gave each item a ranked number to identify relative importance and others assigned priorities to item by indicating multiple items priority 1, 2 or 3. However, this is done it is important that everyone does it the same way.	• It is also being recommended that department chairs as a whole be given the opportunity to review all requests and have input as a body in this process.

Planning and Resource Allocation Committee (PRAC)

2010-2011 Meeting Schedule: Second and fourth Tuesday of the month, 2:00 p.m. to 3:30 p.m.

Co-chairs: *(Designated by position),* Academic Senate President Sara McKinnon and Vice President of Student Learning Nick Chang (fall 2010) and Angelina Duarte (spring 2011).

Primary Charge: The Planning and Resource Allocation Committee's charge is to ensure that the college's planning and resource allocation processes support student success and involves broad participation by all segments of the college community. PRAC also ensures planning recommendations and decisions are consistent with Education Code, accreditation standards, the College Mission Statement, vision, values, and strategic institutional planning priorities.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• **Programmatic and Budget Recommendations** PRAC forwarded the following resource request recommendations to the President/Superintendent on 8/24/2010 (these are a continuation from 2009-10 recommendations)**:**	**Superintendent/President's Response Letter to PRAC of 10/20/2010:**
1. Supplies: Use formula based process to determine supply budget allocations for lecture disciplines.	1. The District decided to "roll-over" the instructional supply budget using the previous year's amount. To the degree resources are available the recommendation will be implemented as we develop the 2010-2011 operating budget.
2. Equipment Budget Accounts: PRAC recommends that funds formerly rolled over from departments should no longer be available in the next budget year	2. The District did not agree.
3. Subscriptions Etc. The cost of ongoing magazine, database subscriptions, and/or software renewal should be inventoried. A system must be developed to ensure, in the long term, that these items are funded.	3. The District agreed that subscriptions and license renewals are essential to the continued delivery of instruction by the College and should not be subject to the one-time funding allocation process of new equipment or staffing. It was requested that a complete inventory of college-wide subscriptions/license renewals be made to determine the approximate annual renewal cost. Once we know the estimated annual cost, the administration will propose a recommendation on how to best institutionalize a subscription budget. If we conclude it is best to contain the cost in a single cost center, a redistribution of resources may be necessary.

4. Library Databases: Requests that $24,242 be added to the Library budget to cover the cost of Library databases essential to the Library's function. All of this money should come out of the General Fund rather than relying on state T-Tip funds that are no longer available.

4. Approved and completed.

5. PRAC recommended that a full-time faculty position in Medical Assisting be hired because there is no FT faculty member in this discipline (due to Carol Lacy's retirement) and a that a full-time librarian be hired to fulfill WASC recommendations to provide services at IVC.

5. FT Instructor/coordinator for Medical Assisting was hired at the end of Spring 2011. Librarian position approved, but will not be hired until spring 2012.

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- **Academic Planning vs. Budget Planning**

1. The Integrated Planning Manual was revised several times through the year, but perhaps the most significant revision centered around how to integrate academic planning (in other words, scheduling) which was out of sync with the rest of the budgeting process.

    a. It was recommended that PRAC begin discussions in September about unit allocations for the following academic year.

    b. A second recommendation concerned an increased role for Deans and Department chairs in the Instructional Equipment vetting process.

1. The Integrated Planning Manual was revised in March 2011 to reflect these changes.

- **The Integrated Planning Model**

1. PRAC revised the Integrated Planning Model, adding two circles between Program Review and Implementation – one covering resource allocation and the other covering Action plans for program improvement.

1. The revised planning model can be viewed at:

    http://marin.edu/WORD-PPT/IntegratedPlanningMode_Revised_4_19_2011l.pdf

• **PRAC Recommendations, May 2011**	**Answers per Superintendent/President Coon at July 6, 2011 PRAC meeting:**
Guiding Principle: College Mission and goals and data should guide budget reductions for both discipline allocations and student services.	
1. **Databases/Library Subscriptions, Software Licenses:** PRAC recommended that library databases be paid in the fall of each year and that the District centralize and standardize payments for all databases, licenses and software upgrades throughout the District in a timely manner.	1. Approved.
2. **Lottery Funds Disbursement:** PRAC recommended that lottery money be put in the following budgets by July 1st, 2011: ceramics, sculpture, music, drama, biology, PE, physics, chemistry, AUTO/ACRT and microbiology; other disciplines or departments funds should be disbursed later in the summer	2. Approved and implemented.
3. **Discretionary Budget Disbursement:** PRAC recommended that 50% of the total of last year's discretionary budget be made available on July 1st, 2011 and monitored by the deans.	3. Approved and implemented.
4. **PRAC Budget Recommendations:**	
a. PRAC recommends that requests from ACRT (Auto Collision Repair Technology) totaling $19,267.72 be redirected to the Bond since the equipment ordered previously was not complete.	a. Approved.
b. Instructional Equipment: General equipment: $33, 648 Hardware: $5400 Software: $16,162 Total: $55,210	b. Approved a total of $55,210. Implementation in progress fall 2011.
c. Student Success Initiative: Requests for Counseling, Outreach, Matriculation support, and other infrastructure totaling $84,500	c. Approved $84,500. Implementation in progress fall 2011.

d. Staffing: 22 full-time faculty hire recommendations: $50,000 Health Sciences Administrative Assistant for IVC : $58,700	d. Approved 21 Full-time faculty positions and $50,000. Deferred Health Services Administrative Assistant position for study in fall 2011.
e. Other Requests: Distance Ed infrastructure (training, programming for Moodle etc.): $32,000 Library server: $12,000 Other instructional and non-instructional supplies: $14,500	e. Approved $58,022. Implementation in progress fall 2011.
f. Computer Replacement Plan: $100,000	f. No funds set aside at present. Handle as needed.
g. PRAC's list of recommendations totaled: $409,027	g. A total of $247,732 was approved.

- **Strategies for Budget Savings**

1. Recommendation to change policies and procedures to be able to charge concurrently enrolled high school students and that this be implemented no later than Spring 2012. Projected savings $100,000	1. Approved $50,000.
2. Tuition payment timeline: Recommendation to enforce registration payment rules; no deferral of payments except through the payment plan procedure (Nelnet). Revenue to be redirected to computer replacement costs. $100,000	2. Not approved.
3. PRAC recommended that COM take $500,000 from the reserves to pay for specific one-time expenses.	3. Not approved.
4. PRAC recommended that COM review and evaluate rental fees for college facilities and raise fees by at least 5%. In addition, make a more equitable distribution of income so that money can be put into facilities upkeep and maintenance.	4. Under consideration.

5. Reduce general district travel and conference budget by $30,000	5. Not approved.
6. Reduce legal fees an additional $50,000	6. Approved.
• **Recommendations for Planning and Resource Allocation Process**	
1. Program Change Process: For program or department changes in which all affected parties agree, and with zero budget impact, parties may submit a fast track proposal to PRAC signed by all parties with clear justifications for the request.	1. This process was implemented in the case of moving Education from Social sciences to Career Education.
2. Memo was sent to president regarding dissatisfaction with the decision-making process for 50% summer school cuts.	2. President Coon responded in a letter dated February 14, 2011 that a more inclusive process would be used in the future.
3. PRAC agreed to meet on an as-needed basis during summer &/or intersessions. Meetings shall be called by the co-chairs. PRAC shall participate in developing budget assumptions and making budget recommendations.	3. Implemented. PRAC met in July 2011.
• **Other Recommendations** 1. PRAC requested that the Instructional Equipment Committee be given a list of available repurposed computers from IT and a list of staff whose computers were not functioning well. IEC was tasked to match these staff requests with the available computers.	1. 24 faculty and staff computers were replaced with repurposed computers.

Professional Development Committee (PDC)

2010-2011 Meeting Schedule: Second and fourth Tuesday of the month, 3:30 p.m. to 4:30 p.m.
Chair: Paul Fanta
Primary Charge: The PDC oversees professional development planning, programs and evaluation in support of the College Mission, institutional plans and initiatives, accreditation and legal requirements. The PDC operates as a subcommittee of PRAC.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• Planned Fall 2010 and Spring 2011 Flex workshops based on feedback from Spring 2010 Professional Development Needs Survey and institutional needs identified in the "Institutional Self-Study Report," 2009-2019 Educational Master Plan and COM Strategic Plan.	• Workshops scheduled included How to Use SLO Rubrics for Assessment, CPR training, MyCOM Portal, ADA Compliance, Blackboard, ArtSTOR Digital Library, PowerPoint, Faculty Orientations and two College Convocations.
• Identified professional development needs and priorities based on institutional and individual training needs. Created draft Professional Development Plan that includes three priority levels – individual, institutional and mandatory training.	• Draft Professional Development Plan submitted as evidence for WASC Follow-up Report. PDC will continue working on PD Plan in 2011-12.
• Reviewed and revised Professional Development Needs Survey and Program Evaluation to update to current priorities and get more focused feedback.	• Professional Development Needs Survey and Evaluation conducted in May 2011. Online survey link sent via global email to all faculty, staff and administrators to seek feedback.
• Used results of 2010 Professional Development Needs Survey along with institutional needs identified in COM Strategic Plan and WASC Recommendations to plan fall 2011 Flex Program.	• August 2011 Flex workshops included Moodle training, CPR Training, Using College-wide SLOs to Develop Best Practices, Using COM's Data Dashboard to Support Student Success, Posting Handouts on the MyCOM Portal, New Academic Center Building Design Update and a Faculty Orientation. Fall Convocation included important college-wide updates and keynote speaker, CCLC President/CEO Scott Lay who spoke on the CCLC report, "2020 Vision Student Success."

Student Access and Success Committee (SASC)

2010-2011 Meeting Schedule: As needed
Chair: n/a
Primary Charge: The Student Access and Success Committee's charge is to review plans and institutional data and trends in order to make recommendations that address student access and success. SAS operates as a subcommittee of PRAC.

ACTIVITIES	RESULTING ACTIONS / UPDATES
SASC did not meet regularly in 2010-11. No report received.	PRAC and the GRC will review and revise the SAS Committee charge in 2011-12 so the committee can be reactivated with clear responsibilities and processes that align with current needs.

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Technology Planning Committee (TPC)

2010-2011 Meeting Schedule: Second and fourth Thursday of the month**,** 1:30 to 3:00 p.m.
Chair: Michael Irvine
Primary Charge: The Technology Committee's charge is to assure broad involvement in technology planning and to provide guidance for major technological decisions. The TPC operates as a subcommittee of PRAC.

ACTIVITIES	RESULTING ACTIONS / UPDATES
In accordance with the Technology Plan 2010-2016, the Technology Planning Committee monitored progress during 2010-11 on actions created in response to the plan. • Throughout the year, involved parties from all constituent groups were invited to TPC meetings or independently surveyed regarding progress on implementing Technology Plan recommendations and to identify possible future directions and action steps related to the plan's strategic initiatives. • Reviewed WASC's Recommendation 8, that the "college establish and communicate a sustainable technology plan for the acquisition, maintenance and replacement of its infrastructure, equipment, support and training to meet institutional needs". TPC agreed to work with a consultant to develop such a plan. • TPC worked with the Information Technology Department (IT) in monitoring the process of inventorying existing technology equipment, software, etc. and related replacement and maintenance costs. • Continued to monitor the development of "smart classrooms" in new and existing buildings through Bond funds. • TPC followed up on the recommendation in the Technology Plan to construct a Student Domain which will provide more data regarding technology.	Many actions relating to the strategic initiatives in the plan were initiated including: • TPC closely monitored the progress of implementation of the Technology Plan and used information gathered from involved parties and constituent groups to inform TPC plans and recommendations. • Consultants were interviewed and ranked by TPC members and recommendations were sent to the president in the fall. • Some inventories were completed. Others are in process. • Smart classrooms are planned in new buildings. Additional smart classrooms were added to existing buildings. • Construction of the Student Domain began in 2010.

• TPC monitored the progress of expanding Distance Education at the college including the adoption of Moodle to replace Blackboard.	• Moodle Migration Team formed in spring 2011 to guide transition. Units provided for faculty DE coordinator. Moodle training workshops presented spring and summer 2011.
• The Argos Data Dashboard was developed to increase access to data regarding student demographics, retention and success rates.	• Data Dashboard pilot tested in spring & summer 2011. Flex workshop presented August 2011 and other training workshops to be scheduled during the fall semester.
• TPC recommended the implementation of administrative tools including Resource 25 (scheduling) and Degree Works.	• Resource 25 was implemented. Degree Works is on hold due to limited resources.
• TPC made recommendations to improve the IT Help Desk.	• Help Desk improvements are being planned.
• TPC met with student leaders to discuss their number one priority of having a wireless network throughout the campus. TPC recommended to PRAC that such a network be created to support student access.	• The president has committed to the creation of a wireless network throughout the District.
• TPC followed up on its e911 strategic initiative as recommended in the Technology Plan.	• The IT Director has proposed a spending plan for the e911 system. Core phone switches would be replaced which would allow access from all office and classroom spaces.
• TPC followed up on the Computer Replacement Plan included in the Technology Plan. TPC and PRAC recommended a trial phased in plan: $100,000 – 1st year, $200,000 – 2nd year, $300,000 - 3rd year.	• The Computer Replacement Plan was not approved by the president. Requests will be handled on an as needed basis. The Instructional Equipment Committee directed IT to re-purpose all surplus computers to help satisfy instructional and non-instructional computer needs from program review and other urgent requests. 24 faculty and staff computers were replaced with repurposed computers.

2010-2011 Governance Committee Members

College Council (CC)

Al Harrison, Administration (Chair, Fall Semester)
Angelina Duarte, Administration (Spring Semester)
Andrea Hunter, Classified Professional
Becky Brown, Faculty
David Wain Coon (Chair, Spring Semester)
Gerardo Orantes, Student
Kathy Joyner, Classified Professional
Marian Mermal, Student
Nathaniel Parker, Student
Nick Chang, Administration (Fall Semester)
Sara McKinnon, Faculty
Xenia Zarrehparvar, Classified Professional
Yolanda Bellisimo, Faculty

Facilities Planning Committee (FPC)

Bob Thompson, Administration
Don Flowers, Classified Professional
Erik Dunmire, Faculty (Co-chair)
Fernando Agudelo-Silva, Faculty
John Rodriguez, Classified Professional
Laura McCarty (Co-chair)
Mercede Ramjerdi, Student
Nicholas Minton, Student

Governance Review Council (GRC)

Chialin Hsieh, Administration
Karen Van Kriedt, Classified Professional
Matt Markovich, Administration (Chair)
Sharon Jones, Student
Victoria Coad, Faculty
Wendy Walsh, Faculty
Xenia Zarrehparvar, Classified Professional

Instructional Equipment Committee (IEC)

Andy Haber, Classified Professional
Angelina Duarte, Administration (Chair)
Arthur Lutz, Faculty
David Snyder, Administration
Greg Grist, Faculty
Jon Gudmundsson, Classified Professional
Paul da Silva, Faculty
Ron Krempetz, Faculty

Planning and Recourse Allocation Committee (PRAC)

Angelina Duarte, Administration (Co-chair, Spring Semester)
Earl Hagstrom, Faculty
Jon Gudmundsson, Classified Professional
Michele Martinisi, Faculty
Mike Irvine, Classified Professional
Nanda Schorske, Administration
Nathaniel Parker, Student
Nick Chang, Administration (Co-chair, Fall Semester)
Patrick Kelly, Faculty
Ron Gaiz, Faculty
Sara Lefkowitz, Faculty
Sara McKinnon, Faculty (Co-chair)
Tom Burke, Classified Professional
Win Cottle, Faculty
Yolanda Bellisimo, Faculty

Professional Development Committee (PDC)

Anne Gearhart, Faculty
Arnulfo Cedillo, Administration
Devon Kinka, Classified Professional
Linda Beam, Administration
Paul Fanta, Classified Professional (Chair)
Yolanda Bellisimo, Faculty

Student Access & Success Committee (SASC)

Carol Perez, Classified Professional
Greta Siegel, Administration
Heather Peitz, Classified Professional
Karen Koenig, Faculty
Susan Andrien, Administration

Technology Planning Committee (TPC)

Bob Balestreri, Administration
Frank Crosby, Faculty
Harriett Eskildsen, Faculty
Kathleen Smyth, Faculty
Marshall Northcott, Administration
Mary Sage, Classified Professional
Mike Irvine, Classified Professional (Chair)
Nathaniel Parker, Student
Raemond Bergstrom-Wood, Student