

2011-2012

Participatory Governance System Digest:
Governance in Action

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

COLLEGE OF

MARIN

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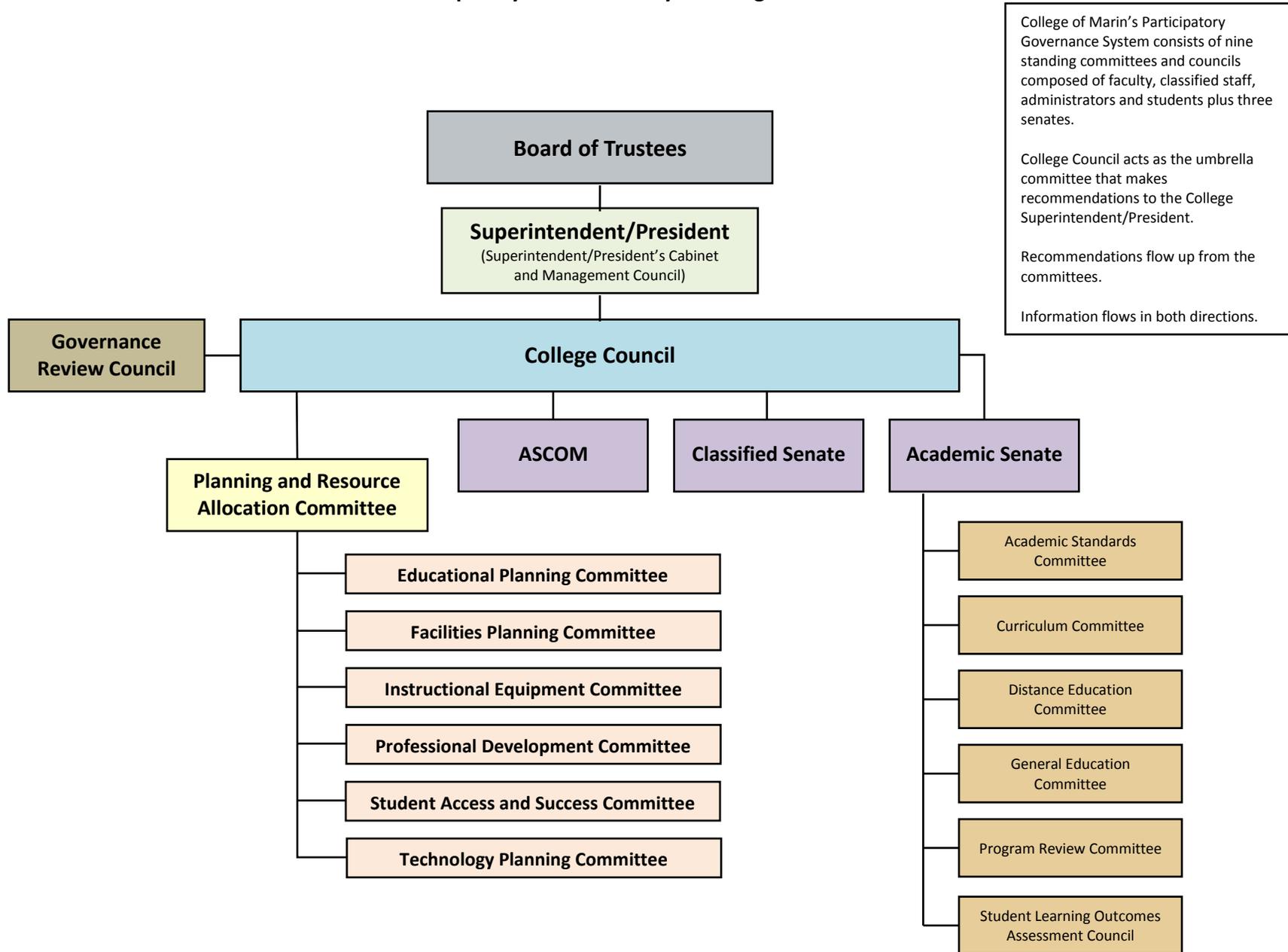
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Participatory Governance System Organizational Chart



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.

2011-2012 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 2011-2012 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 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: *(Designated by position)*, 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
<ul style="list-style-type: none"> • 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. • Reviewed and agreed to move forward to the Board of Trustees 23 new and revised Board Policies and 38 new and revised Administrative Procedures as recommended by the Board Policy Task Force and/or Academic Senate. • Reviewed proposed revisions to charge and responsibilities of the Educational Planning Committee as recommended by the Planning and Resource Allocation Committee (PRAC) and the Governance Review Council (GRC). • Reviewed recommendation from Planning and Resource Allocation Committee (PRAC) and the GRC to establish web pages for all PGS committees. 	<ul style="list-style-type: none"> • College Council members provided feedback to the President, communicated back to their constituencies and brought recommendations forward as appropriate. • Board Policies moved on to Board of Trustees for adoption. Administrative Procedures were approved by the College President and sent to the Board of Trustees as Information Items. Revised Board Policies and Administrative Procedures posted on the College Website. • Revised EPC Charge approved by College Council December 8, 2012. Participatory Governance System Plan updated and posted on the Participatory Governance System Web Page. • College Council approved recommendation March 3, 2012 and agreed that a web page would be created for each PGS committee that includes committee description, members, meeting schedule, agendas and minutes. Links to each PGS committee web page are posted on the Participatory Governance System Web Page.

<ul style="list-style-type: none"> • Reviewed Governance Review Council recommendation to change process re. “Committee Reports” and “Data Nuggets” agenda items. • Discussed process to expedite development of 2012-2015 Strategic Plan to meet timeline in Integrated Planning Manual and WASC Recommendation #1. • Reviewed recommendation from GRC in April to revise and re-establish the Student Access and Success Committee. 	<ul style="list-style-type: none"> • Approved GRC recommendation to delete “Committee Reports” and “Data Nuggets” as standing agenda items. These items will be optional. Data Nuggets will be distributed via the President’s Briefing. • College Council formed the Strategic Plan Task Force in April 2012 to develop the 2012-2015 COM Strategic Plan. Proposed Strategic Plan was sent out to constituencies for feedback in September 2012 and approved by College Council October 11, 2012 and will proceed to the Board of Trustees for approval. The Strategic Plan will be provided as evidence in WASC Recommendation #1. • SAS Committee revision approved by College Council April 2012. Participatory Governance System Plan updated and posted on the Participatory Governance System Web Page. Committee held its first meeting in May.
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Governance Review Council (GRC)

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
<ul style="list-style-type: none"> • The GRC reviewed recommendation from PRAC to revise the Educational Planning Committee charge to strengthen its role in monitoring the Educational Master Plan. GRC recommended revision to College Council. • GRC reviewed recommendation by PRAC to establish governance committee web pages. GRC analyzed pros and cons and determined web pages would improve transparency, provide consistency and give students needed access to committee agendas and minutes. • Reviewed process developed the previous year to include “Committee Agendas” and “Data Nuggets” as standing agenda items for each governance committee. It was determined that the process was inefficient and was not achieving the desired results because committees frequently ran out of time to address these items and responsible parties were not often present to provide reports or answer questions. Agreed to recommend to College Council that these items be deleted as required agenda items and be made optional. • Revised Student Access and Success Committee charge and responsibilities based on recommendation from PRAC and feedback received from spring 2011 PGS Member Survey that the committee had not been meeting regularly and should be reactivated. GRC recommended proposed revision to College Council. 	<ul style="list-style-type: none"> • College Council approved revision to EPC responsibilities. Revised EPC description was incorporated into the PGS plan and posted on the Participatory Governance Web Page. • College Council approved recommendation to create web pages for each governance committee. Web pages were created and links posted on the Participatory Governance Web Page. Committee chairs and/or staff resources were trained on Contribute software as necessary and given access to update their committee’s web page. • College Council approved recommendation to delete “Committee Reports” and “Data Nuggets” as required agenda items for governance committees. • College Council approved revised SAS Committee description. Committee was re-established in spring 2012, members were assigned and the first meeting was held before the end of the semester.

Planning and Resource Allocation Committee (PRAC)

Co-chairs: (*Designated by position*), Academic Senate President Sara McKinnon and Vice President of Student Learning Ken Meir (Fall 2011) and Angelina Duarte (Spring 2012)

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
<p>Governance Committees Recommendations:</p> <ul style="list-style-type: none"> ● Fall 2011: PRAC reached consensus to move forward the revised charge of EPC. Revised charge will be presented to EPC, then Cabinet, then GRC. ● Spring 2012: Committee reached consensus to move forward the revised SAS charge to GRC. ● Summer 2012: Committee recommends that VP of Student Services be an ongoing member of PRAC. ● Communication Strategies: A recommendation was made by PRAC to the GRC that websites be established for all governance committees to post agendas, minutes, and documents. 	<ul style="list-style-type: none"> ● Ed Planning Committee (EPC) charge was revised to include a review of Ed Master Plan and Strategic Plan progress. ● Student Access and Success (SAS) charge revised to include a review of plans, institutional data and trends, assessment of how well the college achieves equitable student outcomes, and to eliminate barriers for diverse populations and to build institutional awareness around these issues. ● The new VP of Student Services (VPSS) joined PRAC in its meetings. ● GRC approved the recommendation and Websites have been established for each governance committee: <ul style="list-style-type: none"> ○ College Council ○ Governance Review Council ○ PRAC ○ Educational Planning Committee ○ Facilities Planning Committee ○ Instructional Equipment Committee ○ Professional Development Committee ○ Student Access/Success Committee ○ Technology Planning Committee

Program Review 2011-2012 Funding Recommendations:

- <http://www.marin.edu/WORD-PPT/PRACMINUTESMAY8-2012.pdf>
- <http://www.marin.edu/WORD-PPT/PRACMINUTESMAY15-2012.pdf>
- <http://www.marin.edu/WORD-PPT/PRACMINUTESMAY22-2012.pdf>
- <http://www.marin.edu/WORD-PPT/PRACMINUTESMAY29-2012.pdf>

Program Review Process Recommendations:

- PRAC recommends that all funds allocated for a specific project may only be used for the project funded. Second, up to 10% of total project allocation may be moved within budgeted line items of that project. Committee requests that, with President's approval, this language be included on all funding notices and reports.
- Committee recommends that disciplines or departments receiving allocations should expect a memo with language about spending limitations and verification via the following year's program review.
- Recommendation starting in Fall 2012 to put together ad hoc committee of lab tech and instructional reps and look at software licensing issues and come up with plan. Ad Hoc committee through PRAC to review software request and make recommendations to PRAC. Defer requests until Fall 12.

PRAC wrote a letter summarizing about \$500,000 of recommendations to the Superintendent/President:

<http://www.marin.edu/accreditation/2012/evidence/rec2/PDF/MEMOTOPRESIDENTRE2012PRACRECOMMENDATIONS-Final.pdf>

President Coon approved the following items:

- Pilot E-unisol Computer replacement of 100 computers in the library and three labs.
- Math tutors: \$3500
- Assistant Coach Stipends \$11,250
- Science/Museum Lb Tech (.5 FTE) \$27,402
- Instructional Equipment \$20,000
- Model UN \$1000
- Nursing TEAS V Test \$3500
- SS LRC Tutors \$3500
- Library \$75000

- This language was included in funding award letters in the summer/fall of 2012.
- This language was included in funding award letters in the summer/fall of 2012.
- This committee was established and began to meet in late September 2012.

<p>Reports and Plans:</p> <ul style="list-style-type: none"> • Fall 2011: PRAC accepted the Accreditation Follow-up Report 2011. • February 2012: PRAC accepted the Ed Planning Committee’s report on the Ed Master Plan and its recommended revisions. • May 2012: PRAC recommends that a summary spreadsheet be added as an appendix indicating estimated costs chronologically. PRAC recommends approval of the Technology Plan pending the addition of: an appendix estimating costs and addition of the President’s letter. • July 2012: Committee recommends approval of the Distance Education Plan. • July 2012: Committee recommends approval of the 2012 Facilities Plan. • July 2012: Committee recommends approval of Staffing Plan with suggested edits. • Spring 2012: PRAC recommends that we make a revision to the Timeline and Process for Developing Strategic Plans section in the Integrated Planning Manual for 2012-2015 and make the oversight body be the College Council. • July 2012: Committee recommends approval of revised Integrated Planning Manual (IPM). 	<ul style="list-style-type: none"> • Report continued through governance process and was submitted to ACCCJ in Oct. of 2011. • The report went on to College Council and to a task force to form the basis of the 2012-2015 Strategic Plan. • The summary was added as an appendix in the final COM 2012-2017 Technology Plan as was the President’s letter. The plan continued through governance and was presented to the Board of Trustees in July 2012. • The Distance Education Plan continued to College Council and to the Board of Trustees. Ultimately, it will be submitted to ACCJC as evidence for meeting Recommendation #3. • The 2012 Facilities Plan continued to College Council and to the Board of Trustees. It will be submitted to ACCJC as evidence for meeting Recommendation #7. • Edits were made and the plan was posted on the Institutional Planning Web Page as evidence in Recommendation #1. • Integrated Planning Manual was updated and revised over the summer. • After approval, the Integrated Planning Manual was shared with College Council and the Board of Trustees.

Educational Planning Committee (EPC)

Co-chairs: Peggy Dodge and Chialin Hsieh

Primary Charge: As a subcommittee of the Planning and Resource Allocation Committee (PRAC), the Educational Planning Committee is charged with developing and monitoring the Educational Master Plan.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
<ul style="list-style-type: none"> • In 2011-2012, the Educational Planning Committee met 11 times to assess and evaluate the progress of the Strategic Plan 2009-2012. Those in charge of specific steps were invited to meetings to report on their progress. • In the original Educational Master Plan, there were 19 recommendations of which seven were prioritized in the first three-year Strategic Plan. • Over the course of the 2011-2012 academic year the Educational Planning Committee reviewed all 19 original recommendations, evaluating the progress on the first seven that had been included in the first Strategic Plan. 	<ul style="list-style-type: none"> • Taking into consideration changes that have occurred since 2009, the committee incorporated revised language into the Updated Educational Master Plan Recommendations in February 2012. • Twelve new recommendations were forwarded to a Strategic Plan Task Force charged with developing the next Strategic Plan. • As a result of the work of the EPC and the Strategic Plan Task Force, the Educational Master Plan and the next iteration of the Strategic Plan are better aligned in this second cycle of master planning than they were in the first cycle.

Facilities Planning Committee (FPC)

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
<ul style="list-style-type: none"> • FPC met weekly during spring 2012 to develop a facilities plan that would ensure effective utilization and quality of physical resources to support programs and services. The plan supports the College’s Educational Master Plan, State Standards and WASC Standards. The proposed COM Facilities Plan 2012 was submitted to PRAC for approval. • Updated 5 year construction plan. • Using the recently completed Facilities Plan, FPC developed action steps for inclusion in the 2012-2015 Strategic Plan. • Initiated fall 2012 meetings to plan for any new information to update the Facilities Plan 2012 	<ul style="list-style-type: none"> • PRAC approved COM Facilities Plan 2012 in July. It was subsequently reviewed and approved by College Council and the Board of Trustees. The plan is evidence to meet WASC Recommendation #7. The plan is posted on the Institutional Planning Web Page. • Submitted to Chancellor’s Office September 20, 2012. • Proposed Strategic Plan reviewed by College Council and approved October 11, 2012. Action steps will also be reviewed with WASC. • Meetings to be held the 3rd Monday of the month at 2:00 p.m.

Instructional Equipment Committee (IEC)

Chair: David Snyder

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
<ul style="list-style-type: none"> • Priority of instructional equipment requests should be done by rank ordering showing relative importance of requests. Deans should work with their areas to establish and offer division rankings to IEC. • IEC should maintain ability to ask individual faculty requestors to report to committee in order to gain a fuller sense of needs. • IEC agreed it should maintain its charge of reviewing and recommending allocations for instructional equipment. • Because Media Services was moved under IT, it's timeline for program review and instructional equipment requests did not follow the timeline needed for IEC considerations. • Recommendations for instructional equipment were forwarded to PRAC. 	<ul style="list-style-type: none"> • Instructional deans worked with department chairs & faculty to rank order top requests within their respective divisions, then reported to IEC their rank orders and justifications. • This ability was maintained to be utilized as needed on a case-by-case basis. • IEC did not consider requests for supplies. IEC sent a memo recommending to PRAC that software be addressed via a separate process apart from instructional equipment. PRAC established a separate process for considering software requests beginning in fall 2012. • IEC sent a memo to PRAC recommending that in the future Media Services be included in the same timeline for program review as other programs with instructional equipment requests. • PRAC recommended and the President approved \$20,000 for instructional equipment (implementation in progress fall 2012), as well as piloting of eUnisol project to fund 100 computer stations (implementation completed spring 2012).

Professional Development Committee (PDC)

Chair: Kathleen Kirkpatrick

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
<ul style="list-style-type: none"> • Planned 2012 professional development/Flex activities based on feedback from Professional Development Needs Assessment, institutional needs and WASC recommendations. • Recommended to the President that an all-college professional development activity be planned for Spring College Convocation and that offices be closed during that time to allow more classified professionals to attend. Researched presenters and recommended that Jean Steel be hired to present. • Based on recommendations from the Academic Senate, the committee planned and developed the New Full-time Faculty Academy, a series of five orientation programs for newly hired faculty. PDC identified topics and presenters and approved programs. • Feedback from the Professional Development Needs Assessment indicated faculty and staff wanted more opportunities to do professional development activities online. In spring 2012, PDC identified online training produced by Innovative Educators and recommended several topics for purchase. 	<ul style="list-style-type: none"> • Topics included Moodle training, ADA compliance for web posting, emergency preparedness, suicide prevention, DSPS overview, veteran students needs, stress reduction, Office 2010 and college-wide community building. • President Coon closed offices during Spring Convocation to allow more people to participate in college-wide community building activity. Jean Steel presented keynote focused on creating a more positive working environment. She also presented a stress reduction workshop and training for management personnel. • Five New Full-time Faculty Academy sessions were held during spring semester. Evaluations indicated sessions were extremely valuable to participants. A New Full-time Faculty Academy is being held during Fall 2012 based on format from spring. • Innovative Educators modules were purchased in summer. PDC is reviewing training and will develop promotion and distribution plan in fall 2012.

Student Access/Success Committee (SASC)

Chair: Angelina Duarte (Fall 2012)

Primary Charge: The Student Access/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
<ul style="list-style-type: none"> • The Committee charge was revised based on recommendations from PRAC and the GRC and re-established by PRAC and the GRC in spring 2012. • 2011-2012 Program Reviews • Matriculation COM • Student Success Initiative • SAS developed planning process and priorities for committee work for Fall 2012 	<ul style="list-style-type: none"> • The revised charge was approved by College Council in April 2012. Committee representatives were selected by the various constituencies. The newly re-established SAS Committee held its first meeting on May 17, 2012. • The committee reviewed Student Access and Success sections from 2011-2012 Full Program Reviews. Comments were subsequently shared with disciplines that had completed the reviews. • The SAS Committee was informed of progress on re-aligning the matriculation funds with matriculation services. • The committee was informed about the scope and key issues of the College’s proposed student success initiative and its relation to the state wide Student Success Task Force Recommendations and coming legislation. • Fall 2012 Priorities: <ul style="list-style-type: none"> ○ Look at Program Review sections and consider other ways of asking the questions. ○ Select a committee Chair. ○ Select a time to meet. ○ Identify documents that committee wants to review. Have people responsible come to committee to discuss. ○ SAS will be required to report to PRAC once each semester so prepare for that. ○ Keep up to date re. directions that result from State Student Success

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| | <p>Task Force; get update on legislation that has come through, requirements, and how it impacts the local effort.</p> <ul style="list-style-type: none">○ Make sure to include IVC and its issues. Select an IVC resource person.○ Add item to each agenda as an opportunity for committee members to voice student issues. |
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Technology Planning Committee (TPC)

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
<ul style="list-style-type: none"> • In fall 2011, TPC interviewed four consulting groups and recommended that WTC Consulting, Inc. be hired to assist with the development of the Technology Plan to meet WASC Recommendation #8. • TPC worked with WTC to identify individuals and groups to be interviewed as part of the plan development process. • TPC met twice a week in spring 2012 and worked closely with WTC throughout the development process. The committee reviewed and provided feedback on 36 drafts of the plan. TPC approved and submitted the proposed Technology Plan to PRAC May 8, 2012. 	<ul style="list-style-type: none"> • The Board of Trustees accepted President Coon’s recommendation to approve the contract with WTC Consulting on November 11, 2011. • WTC met with TPC, the President’s Cabinet, PRAC , COM constituent groups and many faculty and staff members to gather input that guided the development of the Technology Plan. • The 2012-2017 COM Technology Plan was recommended for approval by PRAC in July 2012. It was approved by College Council September 13, 2012 and by the Board of Trustees September 18. The Technology Plan will be provided to WASC as evidence of meeting Recommendation 8. The plan is posted on the Institutional Planning Web Page.

2011-2012 Governance Committee Members

College Council (CC)

Alice Dieli, Classified Professional
Al Harrison, Administration
Angelina Duarte, Administration
Andrea Hunter, Classified Professional
Becky Brown, Faculty
David Wain Coon (Chair)
Marian Mermal, Student
Nicole Cruz, Classified Professional
Raemond Bergstrom Wood, Student
Sara McKinnon, Faculty
Scott Blood, Student
Yolanda Bellisimo, Faculty

Educational Planning Committee (EPC)

Alice Dieli, Classified Professional
Blaze Woodlief, Faculty
Cathy White-Lambert, Classified Professional
Chialin Hsieh, Administration (Co-chair)
Chris West, Faculty
Frank Crosby, Faculty
Jessica Park, Faculty
Jim Arnold, Administration
Joetta Scott, Faculty
Peggy Dodge, Faculty (Co-chair)
Sara McKinnon, 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)
Raemond Bergstrom-Wood, Student
Scott Blood, Student

Governance Review Council (GRC)

Chialin Hsieh, Administration
Karen Van Kriedt, Classified Professional
Mariana Sosa Codero, Student
Matt Markovich, Administration (Chair)
Scott Blood, Student
Victoria Coad, Faculty
Wendy Walsh, Faculty

Instructional Equipment Committee (IEC)

Andy Haber, Classified Professional
Arthur Lutz, Faculty
Brian Quinn, Faculty
David Snyder, Administration (Chair)
Jim Arnold, Administration
Jon Gudmundsson, Classified Professional
Paul da Silva, Faculty
Ron Krempez, Faculty
Scott Serafin, Faculty

Planning and Resource Allocation Committee (PRAC)

Angelina Duarte, Administration (Co-chair, Spring 2012)
Craig Wheeler, Student
Jon Gudmundsson, Classified Professional
Kathleen Smyth, Faculty
Ken Meir, Administration (Co-chair Fall 2011)
Michael Dougan, Faculty
Michele Martinisi, Faculty
Mike Irvine, Classified Professional
Molly Johnson, Faculty
Nanda Schorske, Administration
Norm Pacula, Faculty
Peggy Isosaki, Administration
Raemond Bergstrom-Wood, Student

Sara McKinnon, Faculty (Co-chair)
Tom Burke, Classified Professional
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)

(Members appointed April 2012)

Angelina Duarte, Administration
Anna Pilloton, Greta Siegel, Classified Professional
Becky Reetz, Classified Professional
Jim Arnold, Administration
Meg Pasquel, Faculty
Luz Moreno, Faculty
Scott Blood, Student

Technology Planning Committee (TPC)

Al Harrison, Administration
Frank Crosby, Faculty
Jeff Cady, Faculty
Jeannie Langinger, Faculty
John Erdman, Faculty
Kofi Opong Mensah, Faculty
Marshall Northcott, Administration
Maridel Barr, Classified Professional
Maula Allen, Faculty
Mary Sage, Classified Professional
Mike Irvine, Classified Professional (Chair)
Sara McKinnon, Faculty
Raemond Bergstrom-Wood, Student