2014-2015
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
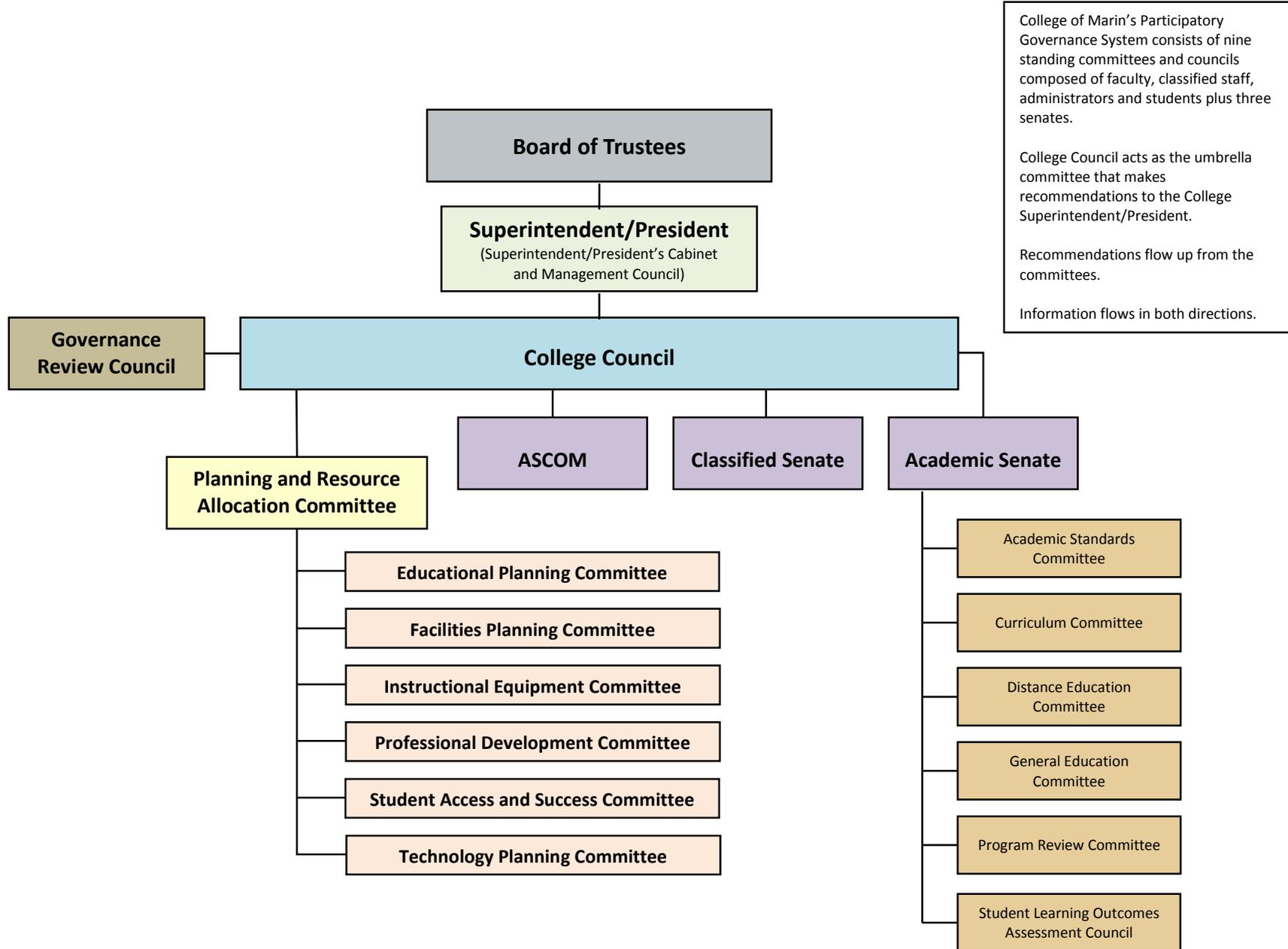
College of Marin's Participatory Governance System consists of nine standing committees and councils composed of faculty, classified staff, administrators and students plus three senates.

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

Planning and Resource Allocation Committee

ASCOM

Classified Senate

Academic Senate

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

General Education Committee

Program Review Committee

Student Learning Outcomes Assessment Council

2014-2015 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 2014-2015 governance committee activities and recommendations, as well as resulting actions taken and committee updates. Reports were compiled by reviewing committee minutes and PRAC provided a summary.

See the Participatory Governance Web Page for more information about the College's Participatory Governance System including the PGS Plan and links to each participatory governance committee's web page. PGS Committee web pages include the committee's charge and responsibilities, membership list, meeting schedule, committee agendas and minutes.

College Council (CC)

Chair: Superintendent/President David Wain Coon *(Designated by position)*

Primary Charge: College Council serves as an advisory group to the Superintendent/President for Board Policies, District 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
• Members met 7 times in the 2014-15 Academic Year.	
• College Council discussed and responded to governance recommendations, college planning documents and reports, reviewed the Board of Trustees agendas and presented reports about the activities of their respective constituencies.	• Members provided feedback to the superintendent/president, communicated back to their constituencies and brought recommendations forward.
• Approved by consensus the Student Success and Support Program (SSSP) plan.	• SSSP and SAS plan(s) moved forward to the Board of Trustees.
• Approved by consensus the process and timeline to review the COM mission statement.	• Mission statement review process included the Board of Trustees.
• College Council agreed by consensus to move forward with the revised mission statement.	• COM's Revised Mission Statement moved forward to the Board of Trustees.
• Reviewed and approved by consensus BP5700 Athletics and AP 4100 Graduation Requirements.	• BP 5700 Athletics and AP 4100 Graduation Requirements were presented to the Board of Trustees.
• Received Governance Review Council's recommendations for the PGS.	

Governance Review Council (GRC)

Chair: Rotated among members.

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
• GRC members met 8 times in the 2014-15 Academic Year. After member turnover instituted a temporary rotating chair position.	
• Discussed Fall 2014 GRC agenda item regarding approving two new *proposed* governance committees (standing accreditation steering committee and a finance subcommittee of PRAC).	• Recommended a small steering accreditation task force be appointed by the President, rather than establishing a formal ongoing Participatory Governance System (PGS) committee.
• Presented with and considered change to the Facilities Planning Committee (FPC) charge.	• Agreed by consensus to recommend postponing the creation of a Finance Committee until the PGS review is completed.
• Conduct overall evaluation of the governance system committees (excluding Senates), taking into consideration accreditation, education code and institutional effectiveness and capacity.	• Recommended to postpone FPC charge change until the PGS review is completed.

• Reviewed prior years' PGS survey results, minutes of all PGS committees to determine attendance and quorum last year, and gathered data on committee membership and seat fill rates. Informal discussions with members of constituent groups to get information on how PGS is working from their perspective.	• Recommendations to address PGS challenges included:
	  o Add a FLEX Week event about PGS.
	  o Add FLEX Week training about how to make meetings effective with a component specific to PGS chairpersons.
	  o Add PGS information into new employee orientation process.
	  o Publish regularly PGS articles /newsletters to entire COM community and maintain up-to-date web pages and calendars.
	  o Recommend a PGS point person speak to committee at each initial meeting each fall to help orient everyone to the PGS.
	  o Encourage teleconferencing, video conferencing and e-mail use between meetings to conduct business more efficiently.

- Developed and administered 2015 Spring survey of COM campus community.

- Identified focused areas of discussion: inadequate attendance, lack of quorum and unfilled positions on multiple committees.

  - Change nature of quorum to simple majority of 50% plus one and quorum no longer by constituency.
  - GRC recommends additional evaluation be conducted by an independent third-party from outside of COM and should include recommendations.

- Survey findings were finalized and disseminated to campus community in late Spring 2015.

Planning and Resource Allocation Committee (PRAC)

Co-chairs: Vice President of Student Learning Jonathan Eldridge and Academic Senate President Sara McKinnon *(Designated by position)*

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
• Members met 16 times in the 2014-15 Academic Year.	• PRAC prior year's recommendations that received approval are outlined in President's Report (see PRAC Minutes dated 9/23/14.
• Review report on 2013-2014 Program Review Requests from Facilities Planning Committee (FPC).	
• Discussed Student Access Data (SAS) from Program Review June 2014.	• Forwarded SAS recommendations to President and College Council.
• Reviewed and considered the formation of a Mission Statement Task Force to review and/or revise COM's mission statement per Integrated Planning Manual (IPM) requirement.	• Appointed an ad hoc committee to gather input on revisions to the COM mission statement.
• Presented with overviews of the Student Success and Support Program (SSSP) plan and the Student Equity Plan progress.	
• Received the Full Time Faculty Allocation Committee (FTFAC) recommendations and Program Review supplies requests.	• Recommended the approval of numerous FTFAC requests for supplies, new hires and additional units and requested additional information/clarification on other requests (see PRAC Minutes dated 3/10/15 and PRAC Minutes dated 3/24/15).
• Instructional Equipment Committee (IEC) presented recommendations and rankings of requests.	• PRAC strongly agreed with IEC recommendations.

- Recommended authorization to transfer Prop 20 funds to departments July 1.

- Recommended Prop 20 allocation structure as well as cumulative surplus be reviewed in fall for possible restructuring.

- Recommended reviewing unrestricted supplies budget(s) and how unrestricted funds are allocated.

- Received SAS memo regarding Student Access and Success from Program Reviews from 2014-2015.

- Presented with COM Budget Report data for FY 2014-15 and received recommendation for a *proposed* Finance Committee.

- Reviewed reports back from areas receiving allocations for IE 2013-14.

- Presentations made to PRAC by department heads to inform, update and provide data on various reorganizations and personnel actions at COM.

- Subcommittee Reporting to PRAC:
  - EPC - Objectives for 2015-2018 Strategic Plan reported.
  - FPC - Revision to FPC Charge.
  - IEC - Provided recommendations and rankings of requests.
  - FPC - Discuss need for new Facilities Master Plan and present proposed Donor Monument Sign for Miwok dedication area.
  - Library staffing and reorganization plan.

- Presented with Educational Planning Committee (EPC) recommended Objectives for 2015-2018 Strategic Plan.

- Presented with and discussed progress of the second year of 2012-2015 Strategic Plan.

- Submitted final recommendations from 2014-15 Program Reviews to President (see PRAC Memo to President 5-20-15 Final).

- See SAS Program Review Memo to PRAC 2015.

- Finance Committee formation proposal sent forward to GRC.

- See PRAC Minutes dated 2/24/15.

- Approved moving the EPC recommendations forward to College Council.
- Approved changes in FPC charge and forward to GRC.

- Recommended full-time Librarian position and moving 1.0 FTE from Music to Library.
- PRAC endorsed the Library reorganization.

- PRAC approved moving the EPC recommendations forward to College Council.

- See PRIE Strategic Plan 2012-2015 Profess Report 2014.

Educational Planning Committee (EPC)

Co-chairs: Christina Leimer and Peggy Dodge

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
• EPC members met 12 times in the 2014-15 Academic Year. • Discussed, reviewed and evaluated the process utilized during the prior year's Strategic Plan evaluation. • Agreed to Champions Strategic Plan reporting schedules and reporting format. • Committee progress ratings focused on completion of action steps, specifically as written in the Strategic Plan. • Objective Champions' written and oral presentations and supporting evidence presented and discussed. • Agreed by consensus on the recommendations from the Educational Master Plan (EMP) to bring forward to PRAC as the basis of the next strategic plan.	• Agreed by consensus use green, yellow and red indicators to assess action steps rather than percentages. • Agreed to reporting template for Champions to use in Spring and established reporting schedule. • All supporting Objectives evidence presented to EPC for each of the Action Steps was posted to COM's website (see Tracking System for Evidence for Strategic Plan 2012-2015 Action Steps). • Determinations of progress were made based on the assessments of presentations and evidence provided. EPC recommendations for Strategic Plan 2015-2018 forwarded to PRAC (see Approved 12-08-2014 Minutes).

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Facilities Planning Committee (FPC)

Co-chairs: Blaze Woodlief and Matt Smyth

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
• FPC met 7 times in 2014-2015 Academic Year. • Received report and information about the Board of Trustees retreat about IVC visioning and future uses. Co-operative planning included City of Novato, local schools and Friends of IVC stakeholders. • Examined and re-designed facilities question in Program Review. • Committee monitored and assessed facility requests and communicated facility requests information to COM community. • Conduct ongoing Facility Program Review of COM. • Committee discussed, updated and received email consensus for new FPC Charge. Updated charge will include a) review and evaluate annual program review data and b) provide reports for strategic planning and accreditation self-evaluations, as needed. • Discussed and worked on new Facilities Master Plan.	• Strategic Plan update and evidence submitted prior to Fall semester. • Revised facility question and incorporated it into the upcoming survey. • FPC maintained tracker spreadsheet(s) for monitoring of facility requests. • Utilization of School Dude to manage Maintenance & Operation issues and Maintenance & Operations evidence provided for reporting to WASC. • Received and mostly accommodated facility request from Department of Communications for space and equipment in new Academic Center building. • Submitted new charge to PRAC and it was approved. • Decided by consensus that development of new master plan will include assistance and input from PRAC and PRIE and plan will include recommendations for both KTD and IVC and will require engineering, traffic and geo-technical reports.

- Submitted 5 Year Scheduled Maintenance Plan to the Chancellor's Office which included:
  - o Fusselman Hall – window replacement
  - o Learning Resource Center – updated HVAC equipment/system
  - o Relocation of Health Services trailer discussed
  - o Retain location of Sheriff Department's trailer confirmed
  - o Updates to Building 10 at IVC will be bid out

- Submitted 5 Year Equipment Plan to Chancellor's Office.

- Collection of data through ONUMA.

- Received Prop 39 energy savings grant money from PG&E.

- District will receive $1.2 million for maintenance and equipment on a 60/40 ratio.

Instructional Equipment Committee (IEC)

Chair: Cari Torres and David Snyder

Primary Charge: The College Instructional Equipment Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to ensure faculty, staff and student involvement in recommending allocations for instructional equipment. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding the specific instructional equipment allocations. Standard forms will be used and proposals will be elicited from every department. Requestors will send copies to the supervising Dean/Manager.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• IEC met 8 times in the 2014-2015 Academic Year.	• IEC recommended requests to PRAC from 2012-2014 academic year resulted in 20 items in two tiers being approved totaling $166,758.50.
• Agreed to recommend that the Program Review process be reviewed and amended. • Recommended starting the program review process earlier to allow more time to be spent on decision and research. • Agreed by consensus to use a simpler rating checklist rather than the rubric used in prior year's Program Review.	• Agreed by consensus to update the Program Review and that the checklist would be clarified to include language of "rank order" instead of "priority". Instruction will be provided on how to respond to questions so each checklist is clear and answers are complete. Updated checklist sent to all presenters.
• IEC heard and discussed the individual presentations made by deans, managers, chairs and faculty requesting instructional equipment. • Equipment requests were discussed and reviewed. A draft rank list was created.	• Presenters included Dean of Math & Sciences requesting 20 items, Director of Kinesiology, Athletics and Health Ed. requesting 2 items, Department Chair of Career Education requesting 9 items (see IEC MINUTES dated 3/24/15), Director of Library Services requested 1 item to increase annual library budget, Dean of Arts & Humanities requesting 26 items (see IEC MINUTES dated 3/31/15) and the Dean of Health Sciences presented request for 4 items (see IEC MINUTES dated 4/14/15).
• Requests made for appeals before IEC discussed and finalized draft list.	• One appeal was considered from the Dean of Math & Sciences.
• IEC agreed to recommend equipment items #1 -27 be purchased with $200,000 in Instructional Equipment funds, requests #28 and beyond purchased if funds available and that the Library's request be funded by the state.	• IEC recommendations and the ranked list of requests sent to PRAC (see Recommendations to PRAC - Memo and Ranked List of Requests 2015.

Professional Development Committee (PDC)

Co-Chairs: Diane Traversi and Kristina Combs

Primary Charge: The Professional Development Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC). The PDC is responsible for overseeing professional development planning, programs and evaluation in support of the College Mission, institutional plans and initiatives, accreditation and legal requirements. The committee will utilize the resources and expertise of the Organizational Development and Planning Department, Human Resources, Campus Police and other departments as appropriate.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS/UPDATES
• PDC met 15 times in the 2014-2015 Academic Year. • Conducted a New Faculty Academy for 10 new full-time hires.	 • Promoted long-term benefits for the college through increased collaboration among faculty and departments by conducting The New Faculty Academy. Academy program features included teaching demonstrations, visits to departments and services across campus and IVC and presentations related to policies, procedures and tenure.
• Conducted two FLEX surveys requesting 1) general feedback about FLEX Week and convocation and 2) feedback from participants of FLEX Week activities. The surveys will assist in planning future professional development decisions by PDC.	• Results from survey indicated participation in FLEX activities difficult due to other obligations and convocation during mid-week preferred over end of week event.

• Review of budget and ongoing planning for professional development.
 	
 • Planned and held Faculty/Staff Recognition Luncheon, *Attitude of Gratitude*, in May 2015.
	• Scheduled Professional Development events:
	     o 3CSN Conference at COM scheduled for 5/1/15.
	     o Cultural Competencies Series, Part 3 was a success with 12 participants in attendance.
	     o Child Abuse Training modules rolled out on the Keenan portal.

• Addressed and received input from various individuals/committees to better understand campus and employee training needs.	• Gave input and provided suggestions to others as comprehensive training plans developed at COM.
• PDC discussed and agreed upon the 2015-16 FLEX Week activities and topics.	• Improving data integrity will involve plans for campus-wide Banner training and enhanced new employee training.

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Student Access/Success Committee (SASC)

Chair: Derek Levy

Primary Charge: The Student Access/Success Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to review plans, institutional data and trends, to assess how well the college is achieving equitable student outcomes, and to eliminate barriers for diverse populations. The Student Access/Success Committee informs the college and builds institutional awareness around these issues.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
• SASC met 11 times in the 2014-2015 Academic Year.	• SASC faculty members attended 2014 RP Conference "Strengthening Student Success".
• Submitted Student Success and Support Program (SSSP) Plan to Chancellor's Office.	• SSSP Plan outlined how COM will provide core services of the SSSP and how the allocated funding will be spent.
• Discussions were initiated by SASC and work began on the Student Equity Plan.	• Members received several handouts to better help the group understand the goals of and methodology used to determine the success of COM's Student Equity Plan. PRIE provided additional informational data.
• Agreed to review Student Services Program Reviews before putting together final recommendations for PRAC.	
• Developed and agreed by consensus on SASC recommendations.	• See SASC Summary Minutes dated 4/21/15.
• Pride Survey by the Diversity & Equity Advisory Committee was conducted.	
• Sent recommendations for the Program Reviews and Student Access and Success to PRAC.	• See SASC Summary Minutes dated 4/21/15.

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Technology Planning Committee (TPC)

Chair: Michael Irvine

Primary Charge: The Technology Committee operates as a subcommittee of the Planning and Resource Allocation Committee (PRAC) to assure staff and faculty involvement in technology planning and provide guidance for major technological decisions. The Committee will make recommendations to the Planning and Resource Allocation Committee regarding technology-related issues.

ACTIVITIES/RECOMMENDATIONS	RESULTING ACTIONS / UPDATES
• TPC met 13 times in the 2014-2015 Academic Year. • Regularly received updates on technology initiatives. • Revisions made to Technology Survey questions. Members examined survey results for Computer Technology Usage from 2014 Community College Survey of Student Engagement (CCSSE). • Submitted technology reports regarding ongoing IT progress of COM's basic infrastructure and service upgrades to PRAC. • Discussed computers for COM faculty/staff and student labs and addressed issues with projector screens. • Established by consensus the need to develop and have a general COM computer replacement policy guideline plan. • Committee discussed possible Technology Advisory Group (TAG) participation in 2014-15 technology projects. • Circulated Update of Technology Initiatives_August_2014 report with shared COM governances. • Reviewed TPC charge.	• TPC agreed by consensus that most of the buildings, new and old alike, have technology challenges that need to be addressed. • See TPC Minutes 2014-9-11, Minutes 2014-9-25, Minutes 2014-10-9 and Minutes 2015-4-23. • Information Technology Report Fall 2014 posted on TPC website. (see Supporting Materials / IT Report Fall14 ActionStep 9.1) • Strategic plan outlines for replacement of student lab computers and evaluation of the special computer recommendations rubric took place. • Reviewed SRJC computer replacement guidelines and discussed future possible designation of COM bond funds for computer replacement. • Vetted by TPC, TAG taskforce and ad hoc committees would research and monitor initiatives. (Supporting Materials / TAG Organizational Chart ActionStep 9.6) • Reviewed TPC's role in planning, discussed need to improve communication and participate in maintenance plan calendaring and the need for more faculty participation on committee.

2014-2015 Governance Committee Members

College Council (CC)
David Wain Coon (Chair)
Becky Brown, Faculty
Christina Leimer, Staff Resources
Emy Bagtas, Classified Professional
Greg Nelson, Managers
Jonathon Eldridge, Manager
Kathy Joyner, Staff Resources
Kristina Combs, Manager
Laura Cooper, Classified Professional
Laura McCarty, Staff Resources
Michael Trump, Student
Monica Rudolph, Classified Professional
Patricia Seery, Faculty
Patience James
Sara McKinnon, Faculty
Steven Petker, Student

Governance Review Council (GRC)
Rotating Chair
Barbara David, Staff Resource
Barbara Olson, Staff Resource
Christine Li, Faculty
Christina Leimer, Manager (< Feb 2015)
Jason Lau, Manager (> Dec 2014)
Joan Rinaldi, Classified Professional
Leslie Barker, Manager
Shawn Purcell, Faculty
Steve Petker, Student

Planning and Resource Allocation Committee (PRAC)
Jonathan Eldridge, Administration, (Co-chair)
Sara McKinnon, Faculty (Co-chair)
Becky Brown, Faculty
Cari Torres, Staff Resource
Christina Leimer, Administration
Gina Cullen, Faculty
Gina Longo, Classified Professional
Greg Nelson, Administration
Jason Dunn, Faculty
Kathleen Smyth, Faculty
Michael Trump, Student
Patrick Ekoue-totou, Staff Resource
Patsy Puertas, Student

Peggy Isozaki, Staff Resource
Rhonda Jones, Staff Resource
Sarah Frye, Faculty
Sheila Whitescarver, Faculty
Yolanda Bellisimo, Faculty

Educational Planning Committee (EPC)
Christina Leimer, Administration (Co-chair)
Peggy Dodge, Faculty (Co-chair)
Barbara David, Staff Resource
Barbara Olson, Staff Resource
Cara Kreit, Faculty`
David Everitt, Faculty
Derek Levy, Manager
Jennifer Medina, Staff Resource
Karen Robinson, Faculty
Sara McKinnon, Faculty
Steven Garrett, Classified Professional
Steven Newton, Faculty

Facilities Planning Committee (FPC)
Blaze Woodlief, Faculty (Co-chair)
Matt Smyth (Co-chair) (< Nov 2014)
Heidi Rank, Administration (Co-chair) (> Nov 2014)
Greg Nelson, Staff Resource
James Kuromiya, Classified Professional (< Oct 2014)
Laura McCarty, Administration
Laurie Loeffler, Classified Professional
Maridel Barr, Staff Resource
Nanda Schorske, Staff Resource
Patsy Puertas Acosta, Student
Sara McKinnon, Faculty (for Erik Dunmire/sabbatical)
Tom Burke, Classified Professional (> Oct 2014)

Instructional Equipment Committee (IEC)
Cari Torres, Administration (Co-chair)
David Snyder, Administration (Co-chair)
Andy Haber, Classified Professional
David Erlenheim, Staff Resource/District Buyer
Dianne Faw, Faculty
Eileen Acker, Staff Resource
Jon Gudmundsson, Classified Professional
Patricia Hulin, Faculty
Patrick Ekoue-totou, Manager

Rebecca Beal, Faculty
Ron Krempetz, Faculty
Ron Palmer, Faculty

Professional Development Committee (PDC)
Diane Traversi, Administration (Co-chair)
Kristina Combs, Administration (Co-chair)
Beth Patel, Faculty Resource
Cheo Massion, Faculty
Dayna Quick, Faculty
Devon Kinka, Classified Professional
Dianne Faw, Classified Professional

Student Access and Success Committee (SASC)
Derek Levy, Administration (Chair)
Andrea Mann, Classified Professional
Anna Pilloton
Becky Reetz, Classified Professional
Inna Shapiro, Student
Luz Briceno-Moreno, Faculty
Meg Pasquel, Faculty
Rhonda Jones, Staff Resource
Rose Jacques, Staff Resource
Sara McKinnon, Staff Resource
Sonia Puertas Acosta, Student

Technology Planning Committee (TPC)
Mike Irvine, Classified Professional (Chair)
Aaron Osheroff, Classified Professional
Cheryl Rogow, Faculty
Derek Wilson, Faculty
Frank Crosby, Faculty
Greg Nelson, Administration
Haley Kantor
John Hinds, Faculty
Kevin Eagleson
Kofi Opong Mensah, Faculty
Patrick Ekoue-totou, Administration
Paul Tejedor, Student
Pearl Ly, Administration
Ray Marqueda
Shook Chung, Classified Professional
Steven Newton, Faculty
Valerie Ware, Student