Committees, Governance, and Integrated Planning Workshop

Thursday, August 16, 2012 | 9:00 -12:00
Outline

- Governance and Leadership Structure
- Committee Responsibilities
- Running an Effective Meeting
- SharePoint
- Integrated Planning
- Institutional Communication
Governance and Leadership Structure Follow-up Activity

- What is the purpose of committees?
- How do committees fit together?
- Which committees are responsible for what?
- What are reporting lines of authority?
- Who makes recommendations?
- How do ideas, plans and/or policies enter and move through the system?
What is the purpose of committees?

- The committee structure of the SLOCCCD is grounded by the college’s mission, vision and values, and is focused on achieving institutional effectiveness and student success.

- The committee structure also supports the institutional process of reflective dialogue, and the foundation of the standards of the Accrediting Commission for Community and Junior Colleges (ACCJC).

- “That if an institution is to ensure that its resources and processes support student learning and its continuous assessment, as well as the pursuit of institutional excellence and improvement, an ‘ongoing, self-reflective dialogue’ must become central to institutional processes.”
The Big Picture

Committees, Governance, and Integrated Planning Workshop

- Board of Trustees
- Superintendent/President
- Central Committees
  - College Council
  - Planning & Budget
- Academic Senate
  - Senate President
  - Committees
    - Academic Senate
    - Associated Students
    - Cuesta College
    - Classified United
    - Employees
    - Cuesta College
    - Federation of
      Teachers
    - Cuesta College
    - Management Senate
- Representative Committees
- Content Committees
  - Accreditation
  - Steering
  - Cultural Diversity
  - Student Equity
  - Distance Education
  - Enrollment
  - Management
  - Institutional
  - Program Plan and Review
  - Institutional
  - Research
  - Strategic Planning
  - Student Support
  - and Success
  - Technology
- Standing Committees
  - Benefits
  - Campus Safety
  - Environmental
  - District Calendar
  - Financial Aid
  - Learning
  - Communities
  - Management
  - Professional
  - Development
  - Nursing Selection
  - Program for
    Assisting Student-Athlete Success
  - Reentry Program
  - Staff Professional
  - Development
  - Wellness

*Academic Senate and Representative Committee members assigned to Central, Content or Standing Committees are responsible for reporting meeting outcomes to their group members.
Central Committees

College Council & Planning and Budget

§ Represent broad perspective, vision, and impact.

§ As they make recommendations these committees work with the college’s mission, vision, values, and district-wide operational plans and institutional goals and objectives in mind.

§ Have final authority over specified district-wide matters unless otherwise prescribed by Educational Code, Collective Bargaining Agreements or other legally binding statutes.

§ Are advisory to other committees, such as the Superintendent/President and/or the Board.
Content Committees

§ More narrowly focused, in terms of content, than the central committees.

§ Serve to inform the work of central committees by providing their expertise in matters that have district-wide or specific stakeholder impact.

Accreditation Steering | Cultural Diversity and Student Equity

Distance Education | District Calendar

Enrollment Management | Institutional Effectiveness

Institutional Program, Plan and Review | Strategic Planning

Student Support and Success | Technology
Standing Committees

Standing committees serve a variety of functions across the district, but are most likely department or function specific, such as the Financial Aid Committee or the Wellness Committee.

Standing Committees may serve a specialized role in supporting negotiated elements of the Collective Bargaining Agreements, such as the Benefits Committee or the District Calendar Committee.

Benefits | Campus Safety and Environmental | District Calendar | Financial Aid | Learning Communities | Management
Professional Development | Nursing Selection | Program for Assisting Student-Athlete Success | Reentry Program | Staff Professional Development | Wellness

CUESTA COLLEGE
Representative Committees

- Represent a specific stakeholder group.
- Work within the totality of the committee structure, but are often directed by agreements beyond the committee structure itself, e.g. a Collective Bargain Agreement.
Subcommittees, Groups and Taskforces

§ Ad hoc Subcommittees or Groups
§ composed of committee and/or non-committee members.
§ directed by the larger committee and are brought together to focus on specific tasks.

§ Task Forces
§ temporary groups of people formed to carry out a specific task or project, or to solve a problem.
§ when their work ends, so do they.
Which committees are responsible for what?

Board of Trustees

§ “develops policies that establish the general direction of the college’s programs and services, quality standards, and legal, ethical and prudent parameters for college operations”

§ “monitors performance of the institution to ensure that it is meeting current community needs and anticipating future trends”

§ “monitors adherence to the legal, ethical and prudent expectations defined in policy related to college operations”

Acts upon recommendations made by the Superintendent/President and/or the Academic Senate President, in areas upon which the faculty is to be relied primarily
Which committees are responsible for what?

College Council

- Advisory group to the Superintendent/President for Board Policies, District Procedures and College goals, plans and priorities.

- 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.

Makes final recommendations to the Superintendent/President (to review and use to make recommendations to the Board of Trustees) on college-wide issues that have significant institutional impact.
Which committees are responsible for what?

College Council is responsible for:

§ Development of and/or revisions to existing college-wide committees.

§ Annual Faculty Hiring Prioritization.

§ New Program Development Recommendations.

§ Program Revitalization, Suspension, and/or Discontinuance Recommendations.

§ Serve as the participatory governance "umbrella" committee over the standing governance committees.
Which committees are responsible for what?

Planning and Budget

Ensures that the district’s budget supports the mission and institutional goals and objectives and supports integrated planning.

Coordinates annual planning activities ensuring broad participation from the College community and monitors the implementation of the Educational Master Plan and Facilities Plan.

Oversees the development and review of the annual operating budget.

Makes final recommendations to the Superintendent/President (to review and use to make recommendations to the Board of Trustees) on budget and institutional planning items.
Which committees are responsible for what?

Planning and Budget is responsible for reviewing and recommending:

- Additions to the College goals and priorities established by the Board of Trustees
- Budget income and expenditure assumptions while they are being developed.
- Expenditure options for addressing shortfalls.
- The proposed final budget including any modifications that were made based on funding changes.
- Augmentations and shortfalls that occur during the year that may impact commitments and/or unmet needs.
- Levels of funding for faculty positions, classified/management positions, instructional and non-instructional equipment, capital outlay projects, etc. as developed by Cabinet, College Council, or other designated groups.
Moving ideas, plans, and/or policy proposals through the system...

**Stage 1: Initiate**
Initiator submits/presents new idea or proposed change that would have *college-wide impact.* Initiator submits/presents new or update to *board policy/administrative procedure* (BP/AP)

- Items that are negotiable or that fall under the Academic Senate's purview should be vetted first with the union(s) or Senate. The Consultation Group may also review the proposal with a standing committee or College Council if the impacts of the proposal are deemed significant.
- The Consultation Group may request additional information or an explanation of the proposal before making a decision.
- Items that are not negotiable may be referred directly to the appropriate Central and/or Representative Committee(s) for dialogue, review, and feedback.

**Stage 2: Dialogue, Review and Feedback**
Central, Content, Standing and/or Representative

- Submit initial draft proposal, plan, idea or BP/AP to appropriate Central Committee(s) for dialogue, review and feedback.
- Submit to appropriate Representative Committee(s) and/or Content Committees if necessary.

**Stage 3: Recommend**
Central Committees

- Submit the reviewed draft proposal or BP/AP to College Council and/or Planning and Budget Committee for final recommendation. See narrative for Central Committee purview of final recommendations.
- If proposal or BP/AP is a “rely primarily” item as stipulated in BP 2305, Academic Senate will submit to College Council and/or Planning and Budget as an information item.
- Submit recommendation, including minority report (if any), to the Superintendent/President to review and use to make recommendations to the Board of Trustees.

**Stage 4: Approve and/or Recommend**
Superintendent/President or Academic Senate

- Superintendent/President can request additional information on recommendation and then accept or deny the recommendation.
- The Superintendent/President or Academic Senate President will present the recommendation to the Board of Trustees for approval.
- The Academic Senate will forward Proposals that are “rely primarily” directly to the Board of Trustees with administrative support of the Office of the Superintendent/President as stipulated in BP 2305.

**Stage 5: Approve**
Board of Trustees

- The Board of Trustees can request additional information on recommendation and then accept or deny the recommendation.
Committee Responsibilities

- Mission/Purpose and Initiatives
- Role and responsibilities of the chair/co-chair
- Role responsibilities of committee members
- Running and effective meeting
Committee Description / Composition Activity

§ Go to table for a committee you will be serving on or have served on in the past.
  § Review the committee description
  § Look over the committee composition

§ Talk amongst others at your table about:
  § the committee’s purpose, the work does, and what it is responsible for
  § whether the committee description and composition are appropriate for the committee’s purpose, work, and responsibilities
  § how might the committee description and composition be changed to reflect the committee’s purpose, work, and responsibilities
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i need a Bio break
Mission/Purpose and Initiatives

§ What is your committee’s description?
  § Reason for being?
  § What does the committee do?
  § What ACCJC Standards apply to your committee?

§ What are your committee’s initiatives for the year?
  § Specific, measureable, relevant and timely
  § Directly related to the committee’s description
  § Aligned with Institutional Goals, Objectives, ACCJC Standards
Role and responsibility of the chair/co-chair:

- Conduct committee member orientation
- Establish ground rules
  - Behaviors
  - Decision making
- Create calendar/timeline for committee work
- Develop and distribute agendas
- Run/facilitate meetings
- Conduct committee evaluations
- Ask for help:
  - Facilitator
  - Minutes taker
Role and responsibility of the chair/co-chair!

- Leads by example

- Is fully informed and ensures all members have the information they need to make informed decisions and take part in discussion.

- Is a consensus builder.

- Understands and is committed to the mission, goals, and values of the college.
Role and responsibility of committee members!

- Attend all meetings or send a substitute as needed.
- Come to meetings prepared to participate.
- Read the agenda and the materials thoroughly in advance of the meeting.
- Reports back to the constituent group or other group the information discussed and actions taken in the committee.
- Listens respectfully to all participants during meetings and actively contributes to the meeting.
- Serves on task forces and workgroups.
Running an Effective Meeting

"At last we’ve reached a consensus! This meeting is boring!"
Running an Effective Meeting

§ Start and end on time.

§ Stay on topic.

§ Encourage participation and engagement of all members.

§ Allow time for valuable discussion.

§ Take your own notes.

§ At the end of the meeting, note what was accomplished, what remains to be done, and what subsequent actions are to be taken by the committee members.
Robert’s Rules of Order
Agendas

- Have a clear purpose for the meeting.
- Have an outcome for each agenda item.
- Don’t cram too much into one meeting.
- Include intervals of time for each item.
- Check old minutes for outstanding issues.
- Be aware of processes that occur at specific times (Integrated Planning Manual & Calendar).
- Ask committee members for agenda items.
- Distribute the agenda and necessary material at least 48 hours in advance.

"Psst, Senator, not that one — that's your hidden agenda!"
**What Goes On the Agenda?**

### Agenda Items

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>WHO</th>
<th>TIME</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approval of agenda</td>
<td>All</td>
<td>5 min.</td>
<td></td>
</tr>
<tr>
<td>2. Approval of minutes</td>
<td></td>
<td></td>
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<tr>
<td>3. Business Item One</td>
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</tbody>
</table>

#### Description:

- Proposed Outcome:
  - *(Indicate which committee goals and ACCJC standards items relates to)*

#### Information Items

1. Information items are not for action

#### Reports

1. 

#### Future Agenda Items

1. 

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**Committee Description:**

**Committee Name**

Date | Time | Location

**Committee Goals:**

- 1)
- 2)

**Next Meeting Date | Time | Location**

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If your committee does not have an official recorder, designate a committee member to take minutes

Include:

- A list of members present, members absent, and guests present.
- Summary of decisions or actions taken on all items, who is responsible and when.
- Summaries of reports given.
- Progress on achieving the committee’s goals.
Quorum

- A quorum is 50% +1 of your membership.
- Substitutes sent by a member count towards the quorum.
- Votes by a substitute are counted if the chair has been notified prior to the meeting.
Cuesta College SharePoint Portal
What is SharePoint?

§  http://www.youtube.com/watch?v=TE9TpraPlrE
Background

§ Helps with Accreditation work

§ Orange Coast College is a success story

§ Many colleges started but didn’t finish
  § Technology can’t solve the problem, it is only a tool
  § There must be a culture change for it to succeed.

§ Group worked on this over summer (Janice House, Julie Hoffman, Kasey Kerckhoff, Sean Landers, Robert Rosa, + consultant)
Cuesta SharePoint Portal – Phase 1

- Baby steps
- Focus on Committee’s
  - Common layout for all committees
  - Fall 2012: Accreditation SC, College Council, Planning and Budget, Institutional Effectiveness, Academic Senate Council
- Document Management
- Shared Calendars and Meeting Management
- Foster Collaboration
- Foundation for More Formal Taxonomy
- Comprehensive Search
Committee Site Main Components

Quick Launch

- Common Actions
  - Rhoncus Fringilla
  - Proin Pharetra
  - Nam lobortis dolor vitae
- Lists
  - Quisque placerat
  - Vivamus laoreet
Committee Site Main Components

Committee Announcements

- Email alerts
- Posting rights controlled by security
- Can email announcements to SharePoint for instant posting
- Announcements archived for later viewing
Committee Site Main Components

Committee Documents
- Full doc management capabilities
- Check in/out, versioning
- Document level security
- Built in taxonomy
- Document template management
- Custom views, filtering and search
- Approval Workflows
- Custom workflows
Committee Site Main Components

Committee Calendar
- Synchronizes with Outlook
- Custom event displays
- Auto email alerts sent on request
- View multiple calendars overlays
Committee Site Main Components

Committee Links & Bookmarks

- Helpful Links
- Quick Links to WWW
- Quick links to internal sites
- Quick links to content, workflows, etc..

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Committee Site Main Components

Committee Contacts
- Committee member Rolodex
- Customizable content
- Searchable
- Displays online status
Committee Site Main Components

Committee Discussion Board
- Threaded discussions
- Fosters increased collaboration
- Searchable
- Alert enabled
Phase 2

§ Make changes recommended in Phase 1
§ Roll out to other committees
§ Make Departments sites available
§ Keep focus on:
  § Document Management
  § Shared Calendars and Meeting Management
  § Foster Collaboration
  § Formal Taxonomy
  § Comprehensive Search
Question?
Integrated Planning
SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Model of Integrated Planning

MISSION

DATA ANALYSIS
to identify current and anticipated challenges

Long Term Planning
Educational Master Plan → Facilities Master Plan

Strategic Plan
Institutional Program Planning & Review Operational Plans

ANNUAL DATA ANALYSIS TO ASSESS:
- Program Effectiveness
- Plan Effectiveness

RESOURCE ALLOCATION

IMPLEMENT THE PLANS

FIGURE 1: The San Luis Obispo County Community College District Model of Integrated Planning depicts how the components in district planning processes connect to the mission and link to one another in a cycle of evaluation, development of challenges, goals and objectives, resource allocation, plan implementation, and re-evaluation.
Integrated Planning Manual
Integrated Planning Calendar

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Institutional Communication
Question?