Committee End of Year Report

Due June 15ᵗʰ to the Chair of the Shared Governance Committee

NOTE: While the Shared Governance Committee is asking you to submit this report to them, (Chair: Stacey Donohue, sdonohue@cocc.edu), please note that the real audience for this end of year report are the incoming committee members and chairs. Incoming chairs should make review of this document an agenda item at the first committee meeting in the fall.

Committee Name: Shared Governance Committee

Circle Type of Committee: <mark>**Advisory**</mark> **Policy** **Administrative** **Work Group**

(**please see the Committee Matrix for this information**)

Committee Chair reporting: Stacey Donohue

Date: June 2018

CURRENT Committee member names and positions (see GP Manual for the area each member should be representing, i.e. faculty, faculty CTE, administration, classified, etc.) Note who is the current chair, and Committee Specialist or note taker, if relevant.

Names	Position Representation
Current Chair: Stacey Donohue	Faculty
Tim Peterson	At Large
Renee Brazeau-Asher	Classified
Sharla Andresen	Administration

NEXT academic year membership, when known, including who will be the incoming chair:

Names	Position Representation
Incoming Interim Chair: Tim Peterson	At Large
Stacey Donohue/Tony Russell	Tony will be a fall sabbatical replacement/Stacey will return in Winter: Faculty
Sharla Andresen	Administration
TBD	Classified

Additional Questions to discuss each spring as an annual review of your committee:

a. **Committee PURPOSE (Review GP Manual for your charge, and indicate if that charge is still relevant)**

The Shared Governance Committee is an Advisory Committee reporting to College Affairs.

The purpose of the Shared Governance Committee is to primarily function as a resource for the chairs and members of committees doing the work of shared governance at COCC. Shared Governance committee members will be ex-officio guests at policy committee meetings (specifically, Academic and College Affairs) to provide new chairs with guidance on the decision making process. The Committee members will also be available as a resource should problems arise within committees and recommend changes.

The Committee would also be responsible for facilitating the following annual activities:

- Establish and maintain a culture where Shared Governance is both valued and effective;

- Shared Governance Workshops for new committee chairs and members each fall;
- Updating of the Shared Governance Handbook;
- Working with committee chairs, review annually the Committee Matrix and its alignment with the General Policies Manual;
- Develop and initiate a process of assessing the effectiveness of Shared Governance at COCC generally, and do an annual review of the committees, which will entail collecting and compiling End of Year reports, looking for redundancies, and encouraging transparency between committees and with the College at large.
- Develop a process of improving communication between committees and college groups, including determining the best location of a repository of key committee documents.
- Facilitate an annual review of the General Policy Manual by stakeholders.

b. What sorts of decisions or recommendations does the committee make and to whom?

We are an advisory committee to College Affairs and make recommendations related to Shared Governance to that policy committee.

c. Is your committee designated as the TYPE Of committee you thought it was or should it be changed? (Policy, Advisory, Administrative, Ad Hoc, Work Group—See General Policy Manual G-6-0 for an overview of Committees at COCC):

Until Feb. 2018, we were a Work Group of College Affairs—we are now a Committee.

d. Is your Committee the right size and composition? Why or why not?

We believe that the committee's small size makes us very efficient and effective since we are basically a task oriented group.

Committee STATUS SHORT SUMMARY REPORT

a. List any POLICY or PROCEDUREAL changes to the GP Manual you proposed this year (those that were approved, and those that you are still working on).

- Our proposal to College Affairs to create a standing Shared Governance Committee, an advisory committee to College Affairs was successful. As of February 2018, we are now a committee.

b. OTHER Accomplishments and Opportunities:

- Our handbook has been revised: https://www.cocc.edu/committees/college-affairs/shared-governance-work-group/shared-governance-handbook.aspx (Our website and url still needs updating)

- Our Sept. 2017 Shared Governance Workshop was attended by 10 incoming chairs and committee members. This year, we invited Terri Botts to discuss the Committee Matrix. We also encouraged committee chairs to use the End of Year Reports in fall to get new committee members up to speed on the work of the committee.
  - In 2018, Tim will develop a list of competencies for committee chairs and members.
- We encouraged Human Resources to continue to work on updating their section of the GP Manual.
- We developed a list of which departments "own" each section of the GP Manual after discovering that some business policies were seen as "homeless". We suggest the following:
  - Student Life should have ownership of the Vaccinations section (Andrew Davis has accepted this role)
  - Public Relations should have ownership of Designated Public Forum
  - The items below should be owned by CPS
    - Pets on campus
    - Smoking on campus
    - Children on campus
    - Skateboarding on campus
    - Unmanned drones
- Working with the committee specialist of College Affairs, we have requested that the pdf version of the GP Manual, with page numbers, will now be available by mid-September each year.
- One of our members attended every meeting of College and Academic Affairs as a Shared Governance consultant.
- Assisting the incoming Faculty Forum president, we asked committee chairs to communicate with her about their position needs for next year, as well as when committees meet.
- We reviewed Committee End of Year Reports and determined that one key concern was getting Student representation on policy committees.
- We reviewed and revised the Committee End of Year Report form and sent out an email to committee chairs requesting a 2017-18 report by mid June.
- We developed a flow chart to help policy committee chairs/members see the process for making changes to the Policy and Procedures Manuals.
- We worked with College Affairs as well as the VPI and the CFO to review the Course Fee change flow chart and process.
- The chair made several Shared Governance presentations this year:
  - Faculty Forum Retreat
  - New Faculty Orientation
  - New Faculty Extended Orientation
  - A written presentation of our work for the President's newsletter
- The Chair also met with Laura Boehme to discuss Shared Governance since she is doing a project on that for her graduate leadership class

c. **Needs and Challenges (and, if there is anything that the Shared Governance Work Group can do to help, let us know!)**

- One issue we discovered in our attendance at Policy Committee is that there are some Procedures that do not need to go through a first and second reading, but there are some that

do. We need to determine how to distinguish between procedures OR we should decide to treat procedural changes in the GP manual as we do policy changes.

- We also determined that the Faculty section of the GP manual does not have a natural policy committee to go to for changes: currently, changes to that section went through both AA and CA. We will work with the VPI and the Faculty Forum president next year to discuss making AA the policy committee for that section, or researching other options.
- We briefly discussed how we could do an "audit" of committees---determining whether we have too many committees or if they are too big. We decided to use the End of Year self reflections by each committee to allow this to happen naturally.
- Ongoing concerns that the Committee Matrix and/or the committee webpages are not always accurate despite Terri's best efforts.
- The Chair struggles to update the website: will work with Scott Donnell on this.

d. **Goals for next year:**
- Work to come up with collegewide agreement/understanding of which procedural changes in the GP Manual should go to which policy committee for approval and which procedures can be a consent agenda item vs. a formally reviewed item
- The Faculty section of the GP Manual should have a "home" policy committee. With Faculty Forum Executive Committee, we will work on making that home Academic Affairs in the short term and investigating the creation of a Faculty Senate for the future.