

April 17, 2019

Dear Committee Chairs,

Thank you for facilitating the work of your committees, and playing a key role in cultivating and promoting shared governance at COCC.

Save the date for our Fall 2018 training for new committee chairs and members who are interested (most likely Monday, Sept. 16th, 1pm). Please RSVP to Tim Peterson (tmpeterson@cocc.edu)

As part of the Shared Governance Committee's goal of updating the Matrix, helping the Faculty Forum plan for elections, and for expanding communication of the work that ALL committees do at COCC, **we are requesting the following from all committee chairs:**

- Review the [Committee Matrix](#) to determine which positions you need to fill for fall and the requirements for that position (such as, for faculty positions, CTE or Transfer; or if it is a presidential appointment). NOTE: If you see any errors related to your committee, please send them to Terri Botts, who has the authority to update the Matrix.
- Contact the appropriate representative to let them know which positions you will need filled starting fall term **and any requirements for that position.** NOTE: If your committee meets at a regularly scheduled day/time, please let the people below know so that they can share with interested future committee members:
 - For faculty position openings, contact Amy Harper
 - For classified position openings, contact Justin Koon
 - For administrator position openings contact the PAT member that oversees the administrative position you need.
- **By mid-June,** please submit a short summary of the work your committee accomplished in 2018-19. This "End of Year Report" is now part of our committee culture- Please see the next page of this letter for a template, and send to Stacey Donohue, Chair of the Shared Governance Work Group (sdonohue@cocc.edu) by June 15th. The End of Year document should be shared with the incoming committee chair and used as a discussion item during the first meeting in the fall.
- **FINALLY, before your last committee meeting this year,** could you review the chart at the end of this letter, Overview of College Committees, and discuss whether or not the information on this draft is accurate. Faculty have been asking for a chart that clearly shows who each committee reports to as well as provides information about the type of member who is best suited for each committee.

Thank you, again, for your service to COCC: we could not do it without you!

Sincerely,

The Shared Governance Committee
(Stacey Donohue; Sharla Andresen, Justin Koon, Tim Peterson)



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: Student Affairs

Circle Type of Committee: Advisory **Policy** Administrative Work Group Ad Hoc
(please see the [Committee Matrix](#) for this information)

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)

Due to the nature of Student Affairs having an overlapping mission with Academic Affairs and College Affairs, it may be helpful to consider designating this committee as an advisory committee that provides a student perspective on items before Academic Affairs and College Affairs.

Committee Chair reporting: Kirsten Hostetler

Date: 5/30/19

Committee Specifics:

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

CHARGE: This committee is responsible for reviewing and recommending in areas relating to the student services, policies that affect students (other than those topics reviewed by Academic Affairs or Curriculum Committee) or generally to the quality of student life at Central Oregon Community College.

As stated above, it might be helpful to revise this charge to be more advisory in nature as all the items reviewed by the committee in the previous two academic years (2017-18 and 2018-19) were also voted on by either Academic Affairs or College Affairs.

- b. **What decisions or recommendations does the committee make and to whom?**

The committee makes recommendations on policies affecting students to the Dean of Students.

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

As is the case with many committees, Student Affairs would benefit from having student representation. This is currently part of the committee composition, but has not had a designate student representative for at least the last two academic years (2017-18 and 2018-19).

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.) , noting the current chair, and Committee Specialist or note taker, if relevant.

Names	Position Representation
Current Chair: Kirsten Hostetler	Faculty Representative
Frank Payne	Presidential Appointment
Liz Coleman	Faculty Representative
Libby Voigt	Classified Representative
Alicia Moore	Standing, non-voting member
Vacant	ASCOCC Representative
Vacant	Student-At-Large Representative
Vacant	Student-At-Large Representative
Vacant	Student-At-Large Representative

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

Names	Position Representation
Incoming Chair: Liz Coleman	Faculty Representative
Libby Voight	Classified Representative
Justin Borowsky	Faculty Representative
Vacant	Presidential Appointment
Alicia Moore	Standing, non-voting member
Vacant	ASCOCC Representative
Vacant	Student-At-Large Representative
Vacant	Student-At-Large Representative
Vacant	Student-At-Large Representative

Committee Annual Report:

a. Summary of Accomplishments & Opportunities:

During the 2018-19 academic year, the committee met six times to discuss Title III work including the redesign in development writing and math, new student onboarding and Bobcat Welcome, Bobcat advising, college success classes, and peer mentoring. The committee also reviewed a presentation on the outcome of the Broadside work group. The committee selected the recipient of the 2018-19 Distinguished Student Award.

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

Student representation! Additionally, as there is much overlap between Student Affairs' charge and that of Academic Affairs and College Affairs, it would be beneficial for the chairs of each of these committees to have regular check-ins about their activities.

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

N/A

d. Considerations for next academic year:

The committee discussed ways to increase student participation at the last meeting of the academic year. Next year's chair will explore ways of including a Student Affairs report as a standing monthly agenda item at ASCOCC's weekly meetings to bring topics and receive feedback to a well-attended student meeting.

**Overview of College Committees
April 16 draft**

Committee Name	Type	Recommends/Reports to...	Time Commitment	Best for....
ABS Instructors Oregon School Emp Assoc.	Work Group	VPI		ABS instructors only
Academic Affairs	Policy	VPI	Meets every other Monday at 3:30pm. Preparing for the meeting by reading ahead, and returning to your constituents for feedback	Faculty at Assistant Professor II, or higher, and classified staff working in instruction for a few years, so the learning curve isn't too high, and those interested in how the academic side of the house operates.
Academic Reinstatement	Advisory	Registrar	As needed	Faculty at any level would be appropriate on this committee, as well as staff who work in an instruction or student affairs related department
Accreditation Coordination Team	Ad Hoc	President	During accreditation years	Faculty at Assistant Professor II or higher
Art Acquisition	Administrative	President	As needed	Faculty and staff at all levels are welcome.
ASCOCC Advisory	Advisory	Dean of Students		
ASCOCC Appointments	Advisory	Dean of Students		
Broadside Publications Board	Advisory	Dean of Students	Quarterly (though currently on hold)	Journalism faculty
CACOCC	Work Group	CA Union		
Celebration of Academic Excellence	Work Group	Faculty Forum	Planning meetings in Winter and distributed tasks for winter and spring. Attendance at the event in June.	Good for faculty at all levels since this work group is very student centered and focused on a single event.
ChairMoot	Administrative	VPI	Weekly meetings on Thursday mornings.	Only department chairs are required to

				be part of this committee.
Citation Appeals	Administrative	CPS	Ad hoc	Faculty at any level and classified from any department
College Affairs	Policy	President	Meets monthly on Friday mornings. Preparing for the meeting by reading ahead, and returning to your constituents for feedback	Faculty at Assistant Professor II, or higher, and classified staff working in any department at the college for a few years , so the learning curve isn't too high, and those interested in how the policy committee operates.
College Community Development (CCDC)	Administrative	President	Planning committee for several key events throughout the year such as game day; the end of year get together; and the fall retreat	Faculty at all levels and classified staff from any department, but must be interested in planning and organizing college-wide events.
College Planning and Assessment Team	Administrative	President	Meets ??	Faculty at Assistant Professor II, or higher, and classified staff working in any department at the college for a few years , so the learning curve isn't too high, and those interested in strategic planning.
CTE Council	Ad Hoc	VPI	Meets monthly on Thursday mornings.	Required for program leads.
Curriculum	Advisory	Academic Affairs	Meets weekly (or biweekly, depending on needs) on Tuesday mornings. Requires preparation by reading materials before meetings and returning to your constituencies for feedback and to share new curriculum changes.	Faculty at Assistant Professor II or higher, and classified staff working in instruction related areas for a few years so the learning curve isn't too high, and those interested in learning about curriculum changes at COCC.
Data Stewardship	Advisory	President		Faculty at the Assistant Professor II

				level or higher with an interest in data
Diversity	Advisory	Director of Diversity		Open to all faculty and classified staff with an interest in planning diversity related events
Facilities Advisory Committee	Advisory	VP of Administration		Faculty at Assistant professor II or higher, and classified with several years' experience at COCC would best serve this committee
Faculty Forum Executive Team	Work Group	Faculty Forum President	Meets every other Friday from noon to 1pm. Preparation for meetings with readings and/or tasks distributed by the Forum president. Attendance at full forum meetings and socials.	Faculty at Assistant Professor II or higher so the learning curve isn't too high, and those interested in being involved in union activities related to the collective bargaining agreement and working conditions.
Faculty Professional Improvement Resource Team (PIRT)	Advisory	VPI	Meets Fridays from 9-11 weekly. Preparation for meetings requires reading and evaluating faculty material, as well as mentoring faculty writing PIPs.	Faculty at Associate Professor or higher and who have completed at least one PIP cycle, so the learning curve isn't too high, and those interested being engaged with faculty professional development.
Faculty Promotions	Advisory	VPI	Attend a planning meeting and outreach event in fall; meets Fridays from 1:30-3:30 winter term. Preparation includes reviewing faculty files (sometimes dozens).	Faculty at the Assistant Professor II level or higher and who have been through at least one promotion at COCC, and who are not up for promotion, so the learning curve isn't too high, and those interested being engaged with faculty professional development.
Institutional Review Board	Work Group	VPI		

Insurance	Ad Hoc	HR	Meets once a year	Open to all faculty and classified staff at COCC.
Learning Outcomes Assessment Committee	Advisory	Academic Affairs		Faculty at Assistant Professor II or higher would be best for this committee (unless Asst. Prof. I has a lot of assessment experience)
Medical Leave Assistance	Administrative	HR	Meets as needed	Open to all classified staff and faculty
Naming Committee	Advisory	President	Ad hoc	
President's Advisory Team	Work Group	President	Meets weekly	Only chairs are invited to this quarterly meeting.
President's Management Team	Work Group	President		Only select administrators are invited to this committee that meets weekly.
Review and Support: Course Review	Administrative	VPI		Faculty at Associate Professor or Higher would serve this committee best.
Safety	Administrative	CPS		
Shared Governance	Work Group	College Affairs	Meets monthly. Puts on a workshop each fall. Members are often asked to sit in on policy committee meetings as scheduling allows. As a small committee, each member does have tasks to do each month.	Faculty wat Assistant Professor II or higher, and, ideally, have been on a policy committee previously.
Student Affairs	Policy	Dean of Students	Meets monthly? Preparation includes reading for meetings and sharing information with constituents	Good for any faculty member interested in student issues.
Student Fees	Advisory	Dean of Students		
Sustainability	Advisory	President		
Technology Advisory	Advisory	PAT/IT		Faculty with an interest in technology would be best for this committee

Tenure	Advisory	VPI	Attend a planning meeting and outreach event in fall; meets Fridays from 1:30-3:30 winter term. Preparation includes reviewing faculty files (sometimes dozens).	Faculty who are already tenured, and those interested being engaged with faculty professional development.
Threat Assessment & Prevention Team	Administrative	CPS		