

Shared Governance Transformation Framework

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Outline of the Presentation

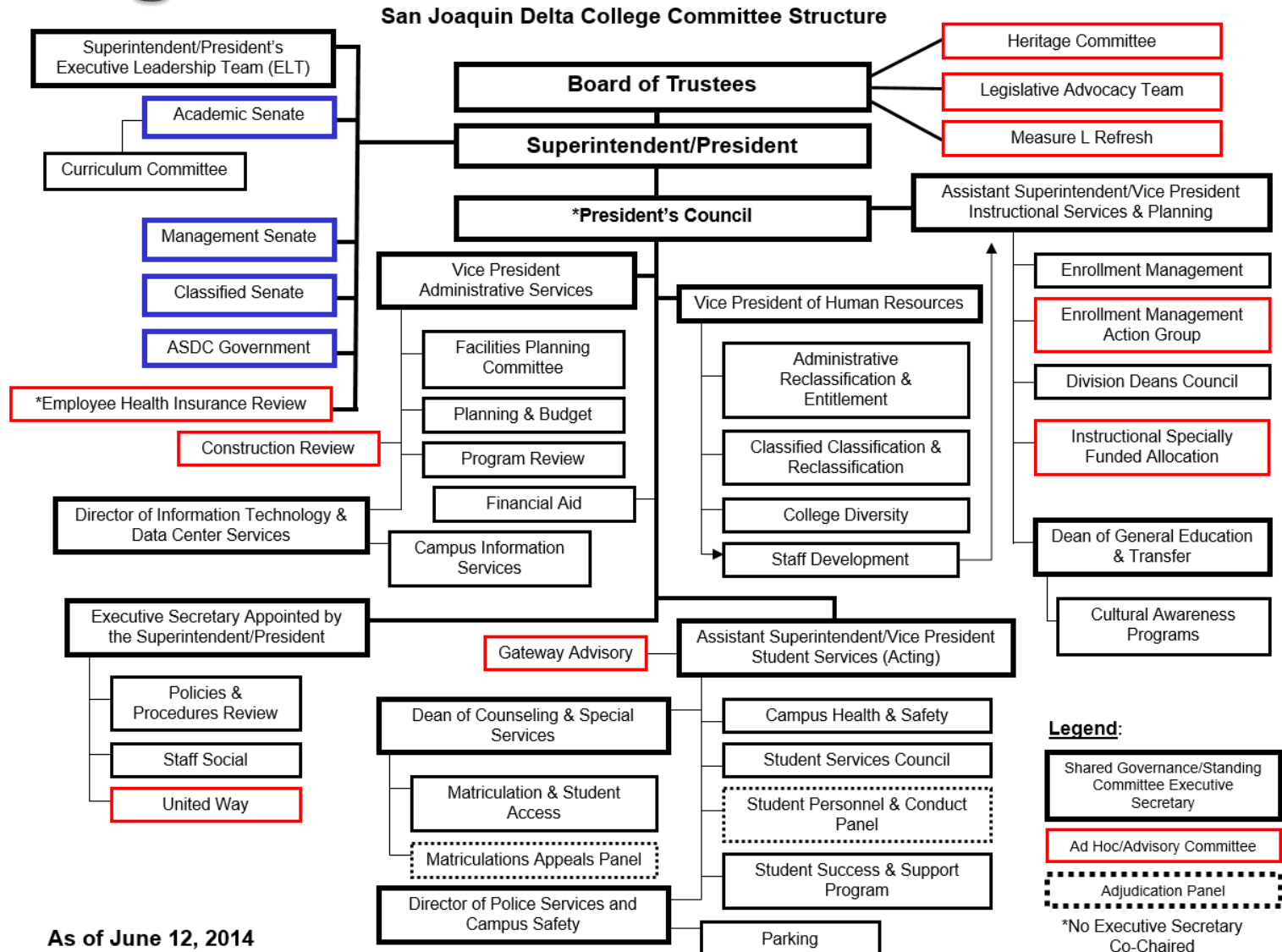
- ▶ Reasons for shared governance committee reform
- ▶ New structure
- ▶ Vision, Roles, and Norms of committee operation
- ▶ Committee orientation principles
- ▶ Expectations of committee members



Background

- Too many committees
- Some committees were not meeting
- Difficulty of harnessing all agendas and minutes for institutional reporting and effectiveness
- So many committee appointments – lots of absences, missed meetings
- Sense that committees were disconnected
- President's Council was becoming a report meeting – not a governing council

Background – Old Structure

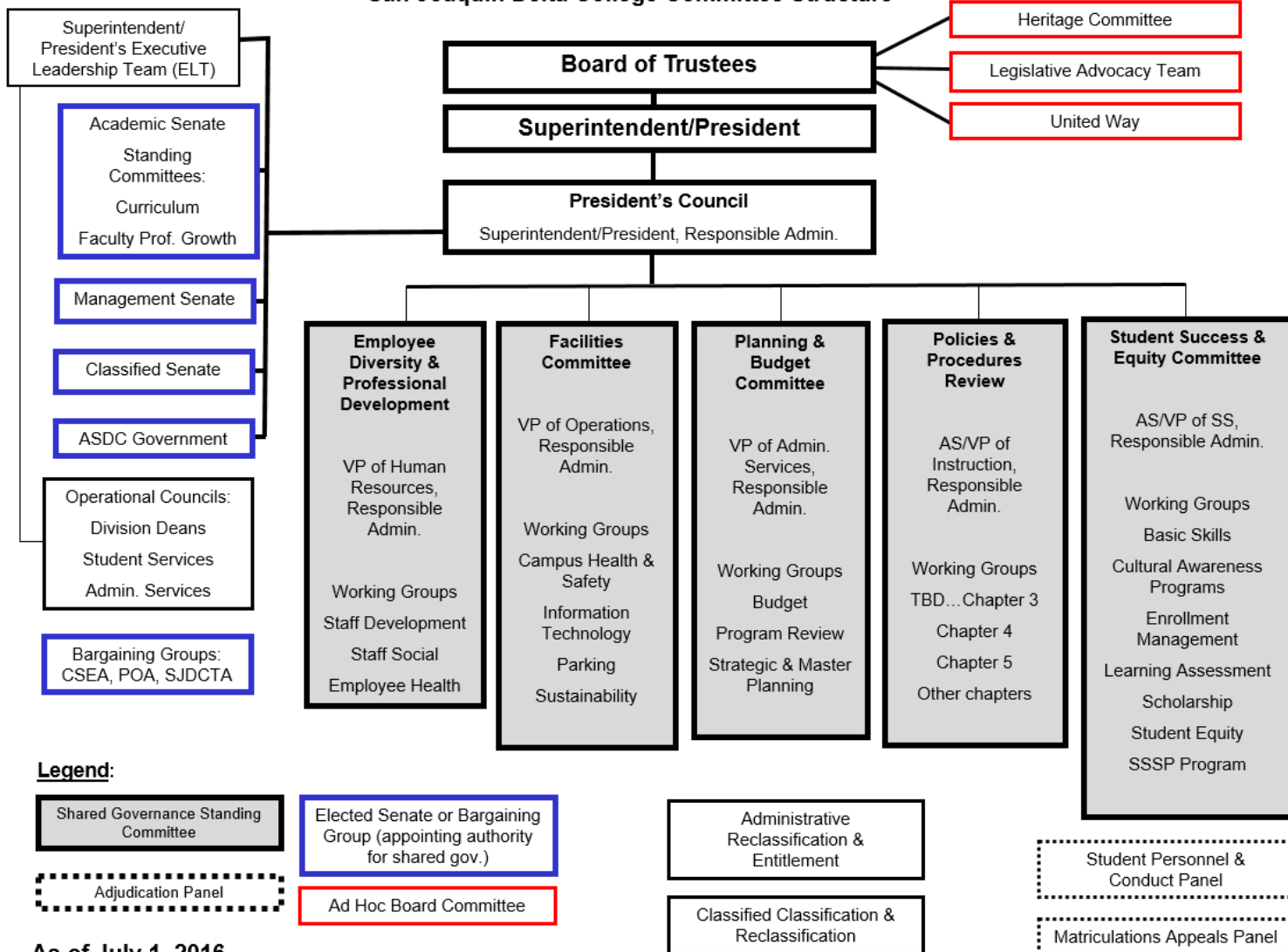


As of June 12, 2014

8/22/2016

New Structure

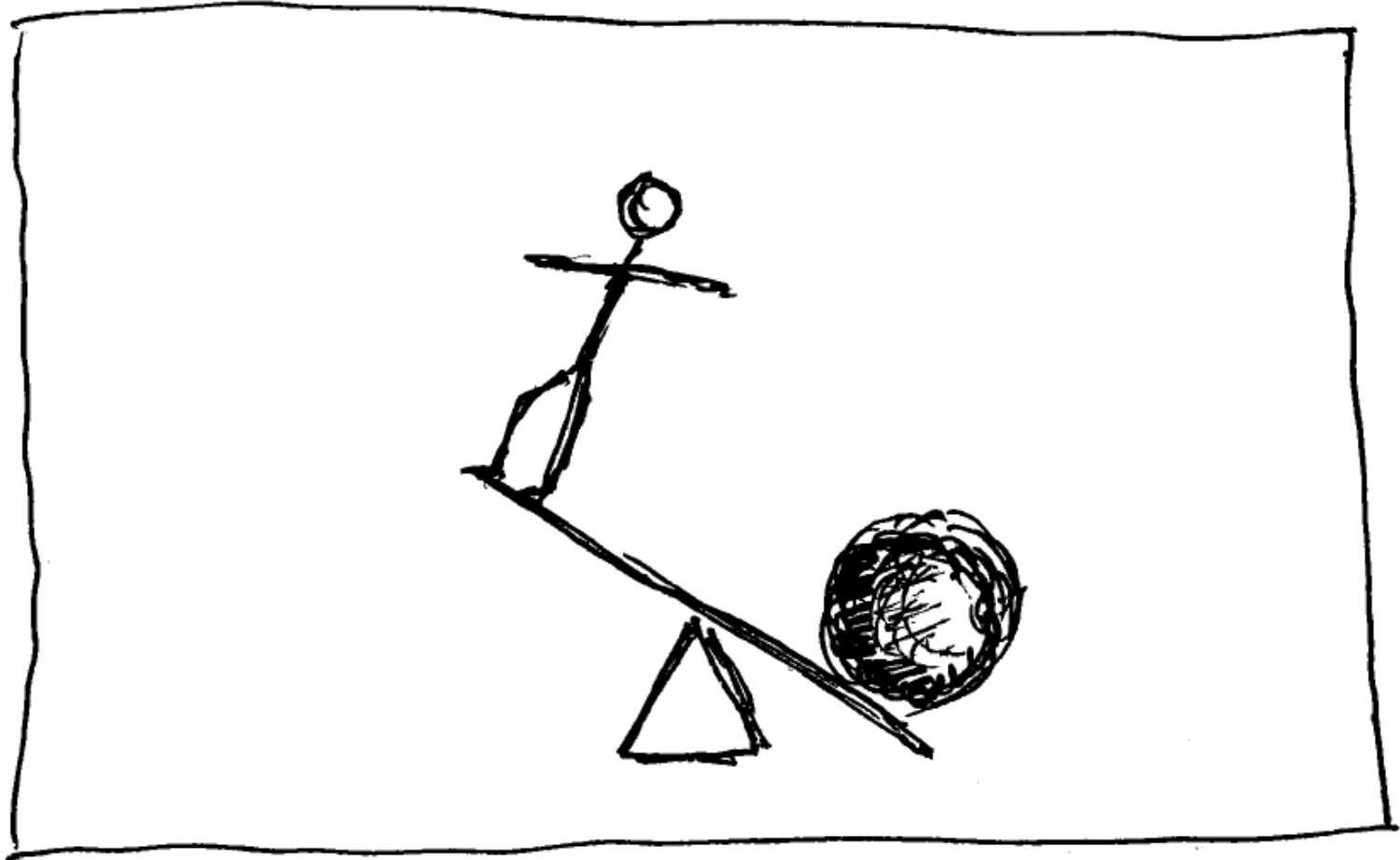
San Joaquin Delta College Committee Structure



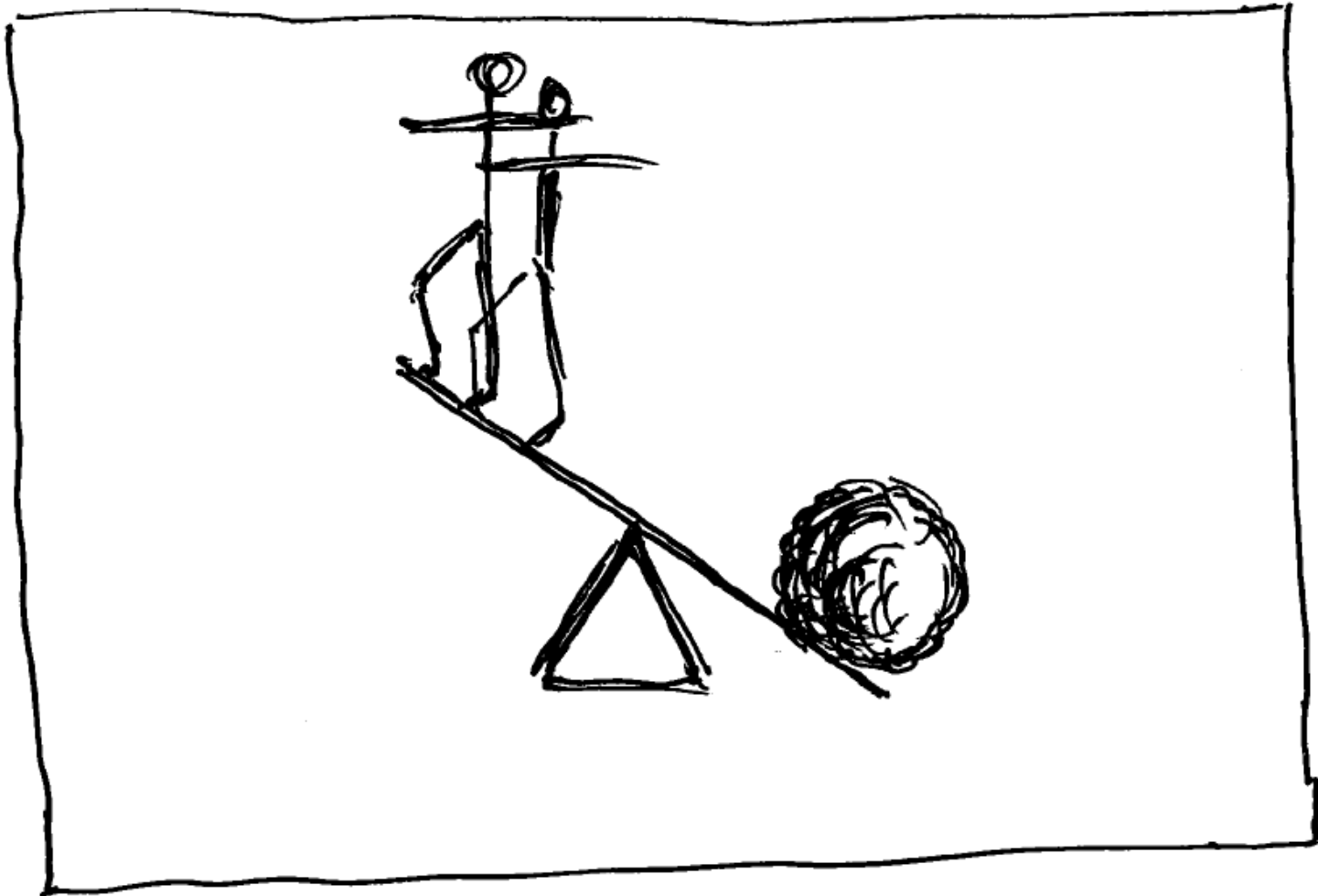
As of July 1, 2016

8/22/2016

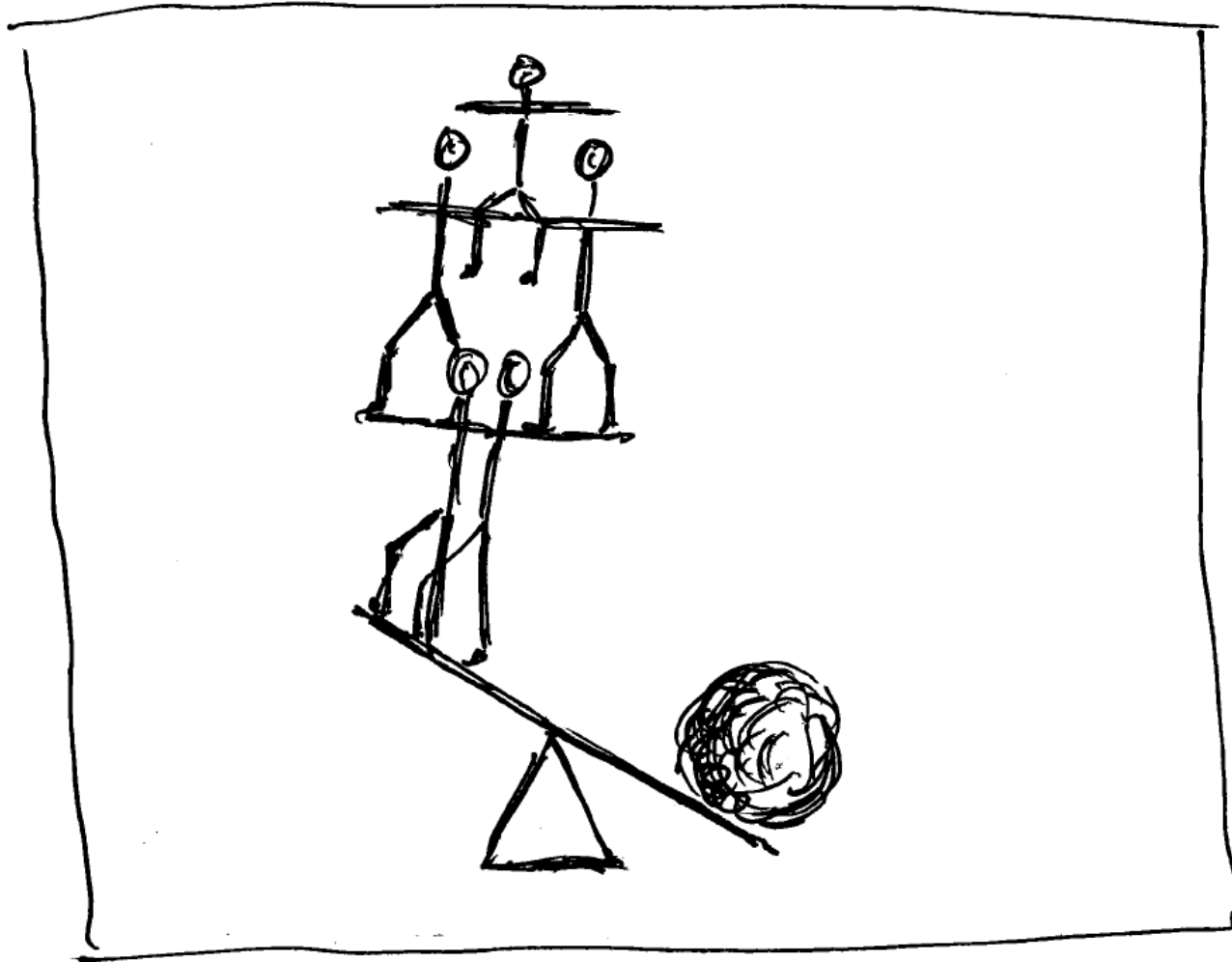
Why have committees?



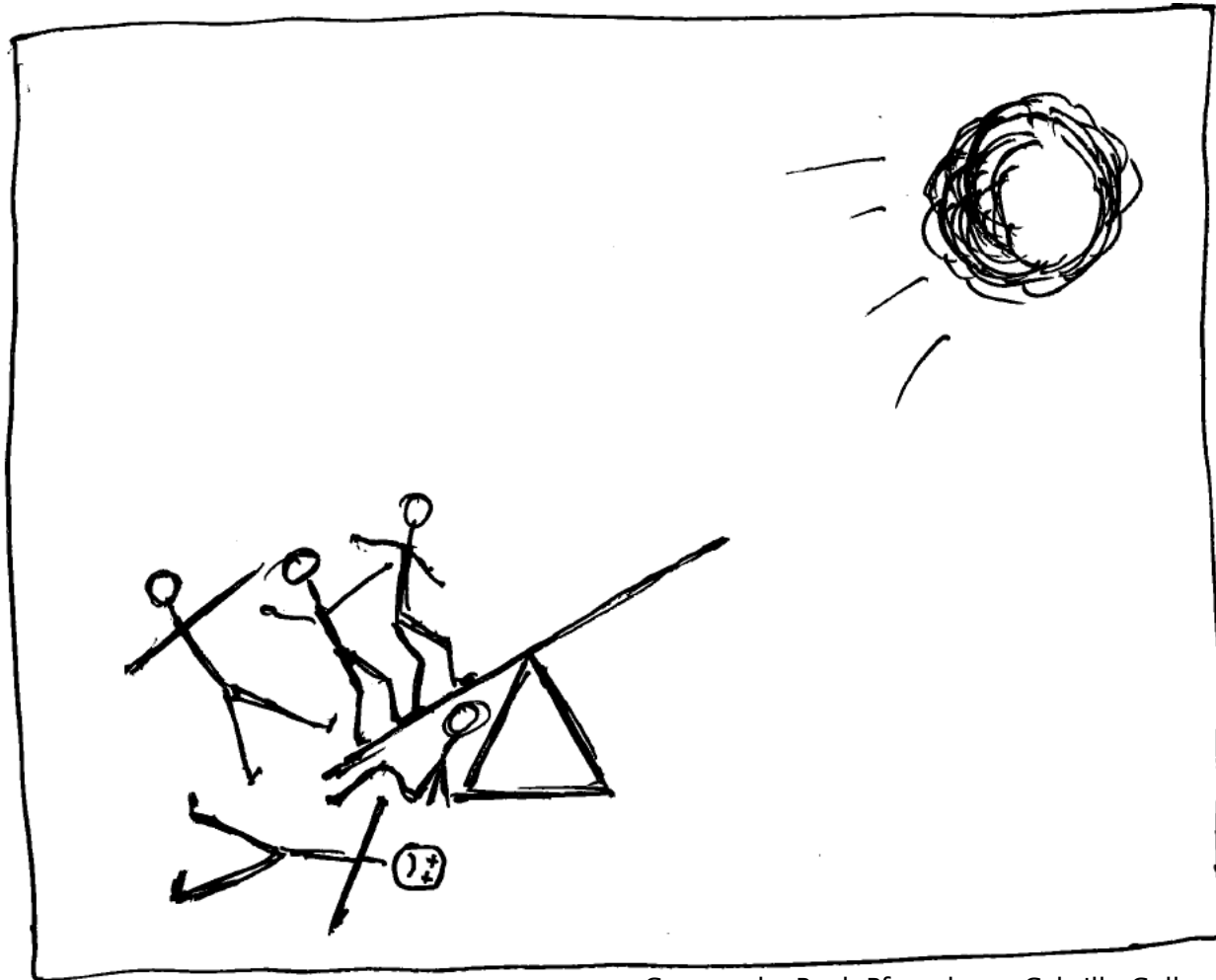
Why have committees?



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Why have committees?



Concept by Rock Pfothour, Cabrillo College
Artistic interpretation by Matt Wetstein

Committee Norms – Draft Schedule

Mon	Tue	Wed	Thu	Fri
PBC 2:00 ASDC 2:30	SSE 2:00 FPG 3:30	CLFD SEN 2:00 AC SEN 3:30	PC 2:00	WK GR 12:30 WK GR 2:00 WK GR 3:30
FAC 2:00 ASDC 2:30	MGMT SEN 9:00 EDPD 2:00 CURR 3:30	CTA 2:30 AR&E 3:30	PC 2:00 P&P 3:30	WK GR 12:30 WK GR 2:00 WK GR 3:30
PBC 2:00 ASDC 2:30	SSE 2:00 FPG 3:30	CLFD SEN 2:00 AC SEN 3:30	PC 2:00	WK GR 12:30 WK GR 2:00 WK GR 3:30
FAC 2:00 ASDC 2:30	EDPD 2:00 CURR 3:30	CTA 2:30 CCRC 3:30	PC 2:00 P&P 3:30	WK GR 12:30 WK GR 2:00 WK GR 3:30

Legend: PBC = Planning & Budget Committee; ASDC = Associated Students of Delta College; FAC = Facilities Committee; SSE = Student Success & Equity Committee; FPG = Faculty Professional Growth Committee; MGMT SEN = Management Senate; EDPD = Employee Diversity & Professional Development Committee; CURR = Curriculum Committee; CLFD SEN = Classified Senate; AC SEN = Academic Senate; CTA = SJDCTA Executive Committee; AR&E = Administrative Reclassification & Entitlement Committee; CCRC = Classified Classification & Reclassification Committee; PC = President's Council; P&P = Policies & Procedures Committee; WK GR = Working Group for a Committee

Committee Norms

- ▶ Consensus – voting is not ordinarily expected
- ▶ Collegial dialogue – respect for diverse opinions
- ▶ Agreeable disagreement
- ▶ Recognition that some opinions may matter more than others (10+1 Primacy for Faculty)
- ▶ Allow for public comment in any meeting
- ▶ Policy writers should discuss changes with parties and departments that will be impacted

Committee Norms – Work Groups

- ▶ Reflect a cross section of the college
- ▶ Cross functional groups are designed to address discrete operational issues
- ▶ Expectation: work gets reported back to committee
- ▶ Every voice gets heard – operational problems get discussed
 - Example: grade change (faculty, students, programming, financial aid, transfer, prerequisites)
 - Example: text messaging for enrollment mgmt.
 - Example: parking meters

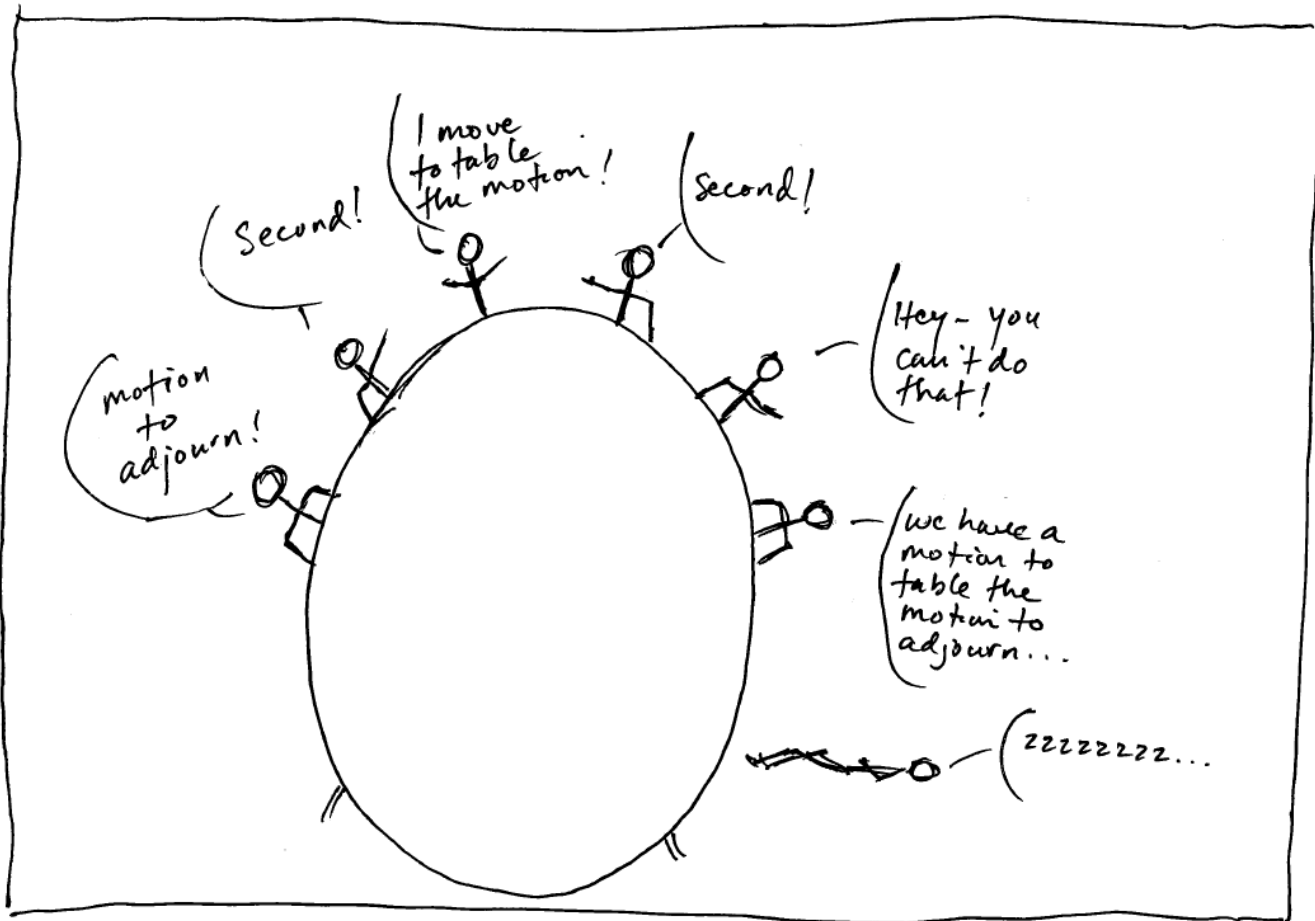
Committee Norms – Members

- ▶ Responsible for reporting back to constituency groups (AC Sen, Clfd. Sen, etc.)
- ▶ Responsible for voicing the views of those groups in committee
- ▶ Work to build consensus
- ▶ Attend meetings regularly
- ▶ Have a proxy replacement if unable to attend and communicate in advance to the chair

Committee Norms - Chairs

- ▶ Call for agenda items week before
- ▶ Run efficient meetings
- ▶ Stay on agenda – ensure minutes are completed
- ▶ Keep the focus on students
- ▶ Establish norms for proxies, deliberation – how long do we wait to get consensus...
- ▶ Meetings at consistent times and days
- ▶ Encourage agreeable disagreement
- ▶ Remember to have fun – we're not doing brain surgery

Committee Norms



Committee Norms – Staff Support

- ▶ Agendas 3 days before...minutes at the next meeting
- ▶ Pre-meeting contact with chair – to establish agenda
- ▶ Post-meeting work (minutes, posting, campus notifications)
- ▶ Notice to other committees
- ▶ Post to the shared governance site (BoardDocs or DocuShare, TBD)
- ▶ Logistics of the meeting room (AV?, size?)

Committee Norms – President's Council

- ▶ Greater focus on accreditation, strategic planning and institutional effectiveness
- ▶ Regular updates by committee leads
- ▶ Quarterly check-in on transformation process – how is it working? What needs tweaking?
- ▶ Encourage and/or develop training on how to run effective meetings
- ▶ Reporting out to the campus community major decisions
- ▶ Regular participation & proxy when not available

Committee Norms – P&P Review

- ▶ Policies are student-centered
- ▶ Policy authors should consult with parties and departments that will be impacted prior to submission
- ▶ Consideration of impacts on departments in P&P discussion (technical review for impacts)
- ▶ Communication about policy proposals should be more intentional, include summaries, include contact to key parties
- ▶ Develop routing sheet for review by campus divisions

Committee Norms – P&P Review

- ▶ Need to review large swath of policies
- ▶ Review date noted – even if no change
- ▶ Perhaps establish smaller work groups by P&P chapter
- ▶ Set a goal for some number of P&P's to be reviewed by June 1, 2017

Questions?

