Shared Governance Committee Handbook

History of Shared Governance in Community Colleges

Community colleges have been governed by locally-elected boards throughout their history, reflecting the belief that the mission of the colleges is best preserved and strengthened by local oversight. The *Master Plan for Higher Education in California* in 1959 concluded that the "local board should remain the governing body." The role of the state in providing direction for the colleges was formalized in 1967 with the creation of the Board of Governors. Passage of AB 1725 in 1987 further clarified and defined the bilateral governance structure of the California Community Colleges. (Community College League of California)

AB 1725 legislates the implementation of shared or participatory governance on each California Community College Campus.

Shared Governance Roles and Responsibilities

Shared governance, sometimes referred to as participatory governance, is the mechanism whereby employees and students participate equitably and collegially in the decision-making processes of the college. The goal of shared governance is to include, within the decision-making processes, representatives of all college constituencies affected by these decisions.

In the spirit of collegiality, and in accordance with California Education Code Sections (70902(b)(7)) and California Title 5 Administrative Code, Sections 53200 to 53204, shared governance attempts to ensure that campus Constituent Groups are represented on the College Council and, where appropriate, on standing committees. (Shared Governance Document)

The Benefits of Shared Governance

- Expertise and Analytical Skills of Many

- Understanding of Objectives/Decisions

- Commitment to Implementation

- Leadership Opportunities

- Promotion of Trust and Cooperation

- Opportunity for Conflict Resolution

- Less Dissent

- Transparency

Who is Shared Governance

All campus constituents have a role:

- Administration
- Faculty
- Staff
- Students

Faculty are involved directly with "academic and professional matters" defined in the Title 5 California Administrative Code 53200 as follows:

* 1.   Curriculum - including establishing prerequisites and placing courses within disciplines;

* 2.   Degree and certificate requirements;

* 3.   Grading policies;

  4.   Educational program development;

  5.   Standards of policies regarding student preparation and success;

* 6.   District and college governance structures, as related to faculty roles;

* 7.   Faculty roles and involvement in accreditation processes, including self study and annual reports;

* 8.   Policies for faculty professional development activities;

* 9.   Processes for program review;

*10.   Processes for institutional planning and budget development; and

 11.   Other academic and professional matters as mutually agreed upon between the Board of Trustees (Board) and the Academic Senate.

For each of these items, the Academic Senate faculty agree to consult collegially. Consult collegially means that the district board shall develop policies on **academic and professional** matters through either of the following:

1. Rely primarily upon the advice and judgment of the **Academic Senate,** OR

2. The governing board, or its designees, and the **Academic Senate** shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

An asterisk (*) preceding an item indicates that the District will rely primarily upon the advice and judgment of the Academic Senate. For those items with no asterisk, the governing board or its

designees shall reach mutual agreement in accordance with Title 5 Administrative Code – Section 53202. d. (2).

Shared Governance Committees

The structure of collegial consultation at Mt. San Jacinto College is a committee structure. This committee structure includes representation from the four campus constituencies (Faculty, Classified, Students, and Management) and is organized to allow consideration of ideas from every area of the College and, where appropriate, of proposals to be recommended for action. Unless otherwise specified, the term for each member of the standing committees is 2 years, with the terms of half of the members expiring each year. There is no limit to the number of 2-year terms a member may serve.

College Council	Mutual Agreement Council	Basic Skills	Budget
Career Education Advisory	Curriculum	District Staff Development	Diversity
Educational Technology	Information, Communication and Technology	Institutional Planning	Instructional Program Review
Matriculation	Safety	Student Equity	Student Services

Committee charges, including membership, can be found in the Appendix of the Shared Governance Document. The Shared Governance Document and other committee information can be found at www.msjc.edu. From the main page click College Information > Administration > Committees.

College Council

The College Council is the decision-making body that forwards recommendations on shared governance issues that do not require mutual agreement between the Academic Senate and Board to the

Superintendent/President for action or for presentation to the Board for action. The College Council provides the means for the combined thinking of faculty, staff, students, and management to be included in the formation of all these recommendations, except curriculum issues. College Council also serves as the 'umbrella' for all standing committees as outlined in the Shared Governance Document.

Committee Membership

Committee Membership is outlined in the Shared Governance Document for the number of each constituent group that is represented on each committee. Members are appointed by their respective constituent group as follows:

- Management: Superintendent/President
- Faculty (includes Associate Faculty, where specified): Academic Senate
- Classified (includes Supervisory and Confidential): Classified Senate
- Students: Student Government Association

Committees may also contain resource and/or non-voting members based on need and can be invited to participate by consensus of the committee.

Committee Requirements

Committees meet on a regular basis each Academic Year beginning in August/September and ending in May/June. As outlined in the Shared Governance Document, Committees are required to perform the following tasks during an academic year meeting cycle:

Beginning of the Academic Year (August/September)
- **Submit** calendar of meetings including day, time and location (as much as possible)
- **Submit** membership, noting Committee Chairs and constituent designation (i.e. Faculty, Classified, Student)

Items above require submission to College Council via the **College Council Recorder/File** and should be forwarded to **Kristen Grimes** via email to kgrimes@msjc.edu.

First Meeting of the Academic Year (August – October)
- Review charge and make any changes necessary. ***Note: Changes approved by the committee will need to be forwarded to College Council for approval prior to adoption***
- Review membership and make any changes necessary. ***Note: Changes made to the number of voting representatives for any constituent group need to be forwarded to College Council for approval prior to adoption***
- Review yearly outcomes/goals and status from previous Academic Year and set outcomes/goals for current year

Agendas and Minutes for All Meetings

- Agendas are due to College Council recorder/file **3.5 days before each meeting** for posting to the Bulletin Board on the 200 Building of the San Jacinto Campus (required for Brown Act Compliance)
- Minutes are due to College Council recorder/file **within 3 business days upon approval** by the committee
- Following the same timeline, all agendas and minutes are to be posted to the committee's website on www.msjc.edu.
  - Each committee should have a designated support/file that is trained in the Web Content Management System (WCMS) to perform these tasks and others outlined in the Webpage Guidelines Section of this handbook
  - WCMS access and assistance is provided by Stephanie Cason, Web Coordinator

December 1 of each Year (or following Monday if falls on Saturday/Sunday)
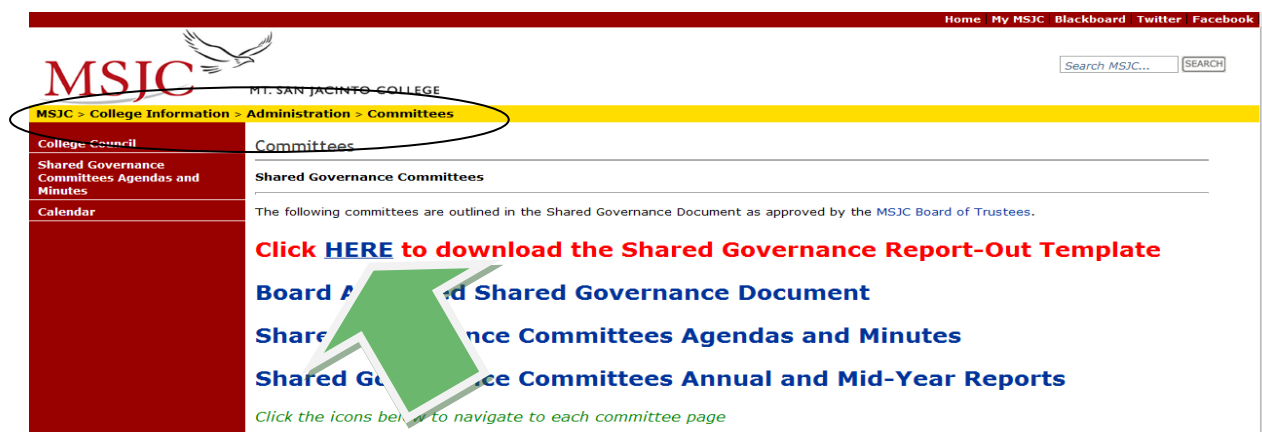
- Submit Midterm Report to College Council recorder/file – see sample and instructions in following section

May 1 of each Year (or following Monday if falls on Saturday/Sunday)

- Submit End of Year Report to College Council recorder/file – see sample and instructions in following section
- Additionally, Committee Chairs are required to attend the May meeting of College Council for the annual review of all standing Shared Governance Committees where the End of Year Report is accepted; Committee Chairs will receive a calendar appointment notifying them of the meeting date/time/location

Shared Governance Report-Out Template

The Report-Out Template that is due for Midterm on December 1 and End of Year on May 1 of each year can be downloaded from the Committees webpage at www.msjc.edu.

Shared Governance Standing Committees
Status Report Template

Name of Committee: College Council

Today's Date: 5/6/2011

Please indicate one: ☐ Mid-Year   ☑ End-of-Year

> **Be sure to mark appropriate box**

Charge*: The College Council is the decision-making body that forwards recommendations on shared governance issues that do not require mutual agreement between the Academic Senate and Board to the Superintendent/President for action or for presentation to the Board for action. The College Council provides the means for the combined thinking of faculty, staff, students, and management to be included in the formation of all these recommendations except curriculum issues. The College Council may also review and provide input for all items that require MAC consideration with the exception of Curriculum Committee issues.
*Please note if changes have been made to the committee charge during this year

Committee Chair(s)*:
*A=Administrator, F=Faculty, C=Classified, S=Student
Roger Schultz – x (non-voting)

Membership* - Place an X next to non-voting members:
*A=Administrator, F=Faculty, C=Classified, S=Student
Ron Bowman – F
Ted Blake – F
Karen Cranney – F
Becky Elam – A
Dennis Anderson – A
Bill Vincent – A
Elaine Eshom – C
Dawn Bridge – C
Edward Saucedo – C
SGA President – S
SGA Vice President - S

> **Designate the constituent group next to each member and place an 'X' next to any non-voting members**

Goals and Objectives:
(Include year goal first set; i.e. goals set during the previous **Academic Year** would be listed as 2009/10)
2010/11 Goals
#1 - *Complete a full cycle to set and assess goals*
#2 - *Establish annual training of committee chairs*

Goals – Status:
(Provide a brief summary of the status for each goal listed above)

SAMPLE

#1 – Several possible goals were presented at the September 7, 2010 meeting and then after further discussion, adopted at the October 11, 2010 meeting of College Council. Dr. Schultz held a meeting in December 2010 with Brandon Moore, Assessment Coordinator, to discuss various modes of assessment with a pre and post survey being presented as a good starting point (see Goal #2 status). The culmination and assessment of goal #1 will take place following the May 9, 2011 College Council meeting where each committee will be presenting their annual report orally and in hard copy utilizing the Status Report Template. This will allow the College Council membership to solicit feedback from committees on the ease, or lack thereof, of the process and discuss at the June College Council meeting if alterations to the process need to be made. This will allow plenty of time for changes to be incorporated into the committee training for 2011/12. It has already been noted that reminders for committee reporting will need to be sent earlier in subsequent years to allow committees time to prepare the reports and solicit feedback from their respective membership.

Additionally, even though it was not required during the first year, two committees completed and submitted their Mid-Year Reports in March and April 2011. This provided College Council an opportunity to "practice" the acceptance of reporting from individual committees and they served as examples for the other committees as they completed their End of Year Reports. All committee reports are being posted to the College Council website following acceptance.

#2 – A Shared Governance Committee Training was held on February 17, 2011 with over 50 participants in attendance. The training was open to anyone interested in Shared Governance, and not just committee chairs, as we found that there was interest from others that were interested in Shared Governance but really hadn't been involved on a specific committee yet. Training modules included goal setting and assessment, purpose and origins of Shared Governance, Brown Act, constituent participation, submitting items for review to a committee, MSJC planning structure, committee requirements for reporting/ goal setting/ agendas and minutes, and committee membership. Each constituent group was well represented at the training including multiple students interested in getting involved. A pre-survey was conducted prior to the training and then a follow-up was sent approximately one week later via Zoomerang. Results of the surveys were shared at the March 7, 2011 College Council meeting and posted to the College Council website. Since conducting the training there has been greater participation by students on virtually every Shared Governance committee as well as increased submission of agendas and minutes. It is the intent that this training will be offered at the beginning of each subsequent Academic Year for committees which will allow them to in turn set their goals and submit the required information earlier which will improve the process.

Challenges:
1. We have addressed posting agendas and minutes on the website, but we still need more consistency in this area from committees

2. More faculty and staff need to be aware of what occurs on committees across the college

Opportunities:
1. Excellent working relationship between all constituencies, which provides an opportunity to accomplish much in getting the college through these next few years of limited funding
2. **As there is more cooperation emerging between sectors of the college, there may be an opportunity to modify/enhance membership of committees to maximize and institutionalize collaboration**
3. **Since our minutes and agendas will be on the web, perhaps committees can forward their "action items" into a summary document that faculty can more easily review in one sitting**

Needs:
1. An efficient way for committees to report (perhaps modeled on the reports to College Council) to faculty and staff about action items
2. Visits to all committees to reiterate the need for agendas and minutes to be posted on the website
3. Online tutorial about posting agendas/minutes on the website
4. Greater district-wide awareness of the function of College Council and the process by which issues are brought to the council

Other:
Click here to enter text.

Both the midterm and end of year report are submitted on the same template. The midterm should provide an update of progress, while the end of year is expected to be a more comprehensive review of the year's activities.

The process for all midterm and end of year reports is that they are provided to the College Council membership for review and acceptance and then are shared on the College Council webpage.

MSJC > College Information >

College Council Agendas and Minutes

Membership

Shared Governance Committees Agendas and Minutes

Shared Governance Committee Reports

Standing Committees

Shared Governance Committee Training

Calendar

Webpage Guidelines

All Committees are provided with a webpage for committee related information and are available via link on the Committees main page at www.msjc.edu > College Information > Administration > Committees. Each committee webpage should have, **at a minimum**, the following information:

- Current committee charge
- Current members
- Calendar of meetings for academic year (date, time and location)
- Contact information for the committee resource staff for agenda submission and/or corrections

Additionally, it is recommended that webpages have:

- Agendas and Minutes (see also Agendas and Minutes in Committee Requirements section) including archive for past academic years
- Links to documents or items that are being reviewed
- Other information pertinent to the committee's charge and activities

All information should be reviewed on a regular basis to ensure it is up-to-date and contains accurate information.

Conclusion

Participating on a Shared Governance Committee can be challenging but is also a very rewarding experience! On behalf of the Board and Administration of Mt. San Jacinto College – **Thank You!** It is through the staff and students that serve on committees that shared governance is successful! If your committee needs assistance at any time, please contact the College Council Recorder/File at kgrimes@msjc.edu or at x3003 so that the appropriate resources can be provided by Superintendent/President Schultz.

Works Cited

Community College League of California. (n.d.). *Executive Summary - Toward a State of Learning: Community College Governance - An Effective Bilateral Structure for a Diverse System*. Retrieved September 27, 2011, from Community College League of California Publications: http://www.ccleague.org/i4a/pages/Index.cfm?pageID=3479

Mt. San Jacinto College. (2011). *Shared Governance Document.*