

# Annual Governance Reflection – 2018-19

Since spring 2016, each shared governance group has been asked to conduct an annual reflection on its processes, through three targeted questions. The results of the reflections are published annually in the Educational Master Plan Update and help inform the college's planning processes. These questions replaced a previous Annual Governance Assessment Survey.

**Question 1. Reflecting on the work of your governance group over the past year, how did this work help fulfill our mission, values, strategic initiatives, Institutional Core Competencies, and commitment to equity?**

## **Academic Senate**

The Academic Senate president worked closely with the Guided Pathways core team and the Student Learning Outcomes committee to organize a successful Guided Pathways activity at the college Convocation event. The Senate also convened discussions about student access and success, especially as related to AB 705 and the proposed Student Centered Funding Formula, in Senate meetings and meetings with department chairs. Engagement with students improved, with at least one DASB representative attending most meetings. Three to four DASB representatives attended meetings regularly in spring quarter, including immediate past president Lawrence Su and student trustee Genevieve Kolar. The Senate reaffirmed an updated commitment to student participation in shared governance, through a committee led by student and VIDA intern Rex Zhang.

## **Administrative Services Planning and Budget Team (APBT)**

The group continued spending the bulk of its time on budget reductions, with a focus on trying to preserve services that have the greatest impact on students, and on identifying alternative funding sources when available to reduce the impact on positions. Changes were made to the group's structure, to add an additional faculty member and merge with the Campus Budget and Planning Committee. The group also reviewed and gave feedback on the Student Equity Plan.

## **Classified Senate**

The Senate met twice a month to share and discuss campus decisions, policies and events relevant to classified professionals. The Senate also appointed representatives to other shared governance groups, in keeping with a commitment in the Senate mission statement to actively participate in shared governance and to communicate with the rest of the college community. The Senate actively participated in discussions and events that were focused on equity issues, while contributing a portion of revenue from voluntary dues to a dedicated Student Equity Fund, earmarked for classroom projects. The Senate also reinstated the Professional Development Committee to provide additional opportunities for engaging in Learning Communities and events.

## **College Council**

College Council approved the budget recommendations from the planning and budget teams, which were developed under the purview of the college mission and values. College Council supported the actions of the budget committees. The council also reviewed and approved the Student Equity Plan and had discussions around the metrics and their implications for student success.

### **College Planning Committee (CPC)**

In 2018-19 the College Planning Committee was charged with updating and revising the college's Student Equity Plan and the Vision for Success goals. As part of the process, the CPC led the college in the revision of Institutional Metrics to align with state-mandated equity and vision goals. The CPC ensured that the changes were aligned with De Anza's overall mission and strategic initiatives.

### **De Anza Student Body (DASB)**

The DASB made some changes to programs it funds, while continuing to fund equity programs. DASB endorsed resolutions to help students and improve student representation in shared governance. The executive committee evaluated its own committees and made committee changes to ensure relevance and efficacy in serving students.

### **Equity Action Council (EAC)**

The work of the EAC is best reflected in the development of the Reaffirmation of Values document, which provided an equity lens for meeting budgetary challenges. The document was presented to each shared governance group. The EAC incorporated and adopted the Student Voices shared governance document and provided feedback regarding the Program Review document, to expand the equity questions that are included in the annual form to be completed in each department's review. The EAC worked collaboratively with the Institutional Research and Planning office to provide feedback on the updated Institutional Metrics, Student Equity goals and the campus climate survey that will be administered in fall 2019.

### **Instructional Planning and Budget Team (IPBT)**

The IPBT worked to ensure that budget reductions were aligned to the college's mission and values. Members of the IPBT gave input for the Student Equity Report. Their decision against cutting the football program illustrates the IPBT members' commitment to equity. The IPBT employs the Program Review tool with the revised equity section to better inform its decision-making. The IPBT has aligned resource allocation with the college mission, values and strategic initiatives, while focusing on equitable distribution. Members of the IPBT formed a task force group to allocate equity funds.

### **Student Learning Outcomes (SLO) Committee**

The SLO Core Team's annual Campus Convocation, which focuses on the Institutional Core Competencies, along with corresponding reflections and enhancements, contribute to the college's equity goals. Student Learning Outcomes, Program Learning Outcomes, Student Services Learning Outcomes and Administrative Unit Outcomes assessments help ensure that the school continually improves learning environment and support services for the students in keeping with our mission.

### **Student Services Planning and Budget Team (SSPBT)**

Goals for the SSPBT this year included new initiatives related to AB 705, AB 19, enrollment, retention and the new student-centered funding formula. The faculty and Assessment Center have done extensive work to prepare for implementing AB 705 by fall. The Financial Aid and Outreach offices have led efforts to implement AB 19, and have been using the grant we received to expand the Food Pantry on campus. All of these items have been brought to the SSPBT for discussion and to share with our constituents. The SSPBT also worked on the budget reduction proposals for Student Services and made recommendations to College Council.

**Question 2. Reflecting on your governance group's processes and practices over the past year, please identify what has been working and what changes you plan to implement over the next academic year to ensure continuous improvement.**

### **Academic Senate**

Effective practices have included robust attendance and participation by faculty voting members from all divisions at weekly Academic Senate meetings, and faculty participation on major shared governance and advisory committees for the college and district. The Senate also participates at statewide Academic Senate plenary meetings; the Academic Senate president served on statewide committees convened by the California Community Colleges Chancellor's Office and the statewide Academic Senate. The Senate has also held substantive discussions about district academic policy changes, statewide Academic Senate plenary resolutions, and other academic and professional matters. The Senate holds regular monthly liaison meetings with leaders of the Foothill Academic Senate and the Faculty Association. Changes planned for 2019-20 include asking experienced faculty senators to mentor new faculty senators and help them get up to speed on issues and terminology. The Senate also plans to continue including public comment as a regular agenda item, so faculty members and others can bring issues of concern to the Senate Executive Committee.

### **Administrative Planning and Budget Team (APBT)**

The APBT determined that its Annual Program Review was too extensive and not applicable, so the group will spend time refining the form this fall, to better fill the needs of the departments. The name of the division was changed to better reflect the ways in which it serves the college. The group will review the timing of its meetings, which often conflict with the district All Administrators meetings, and develop a consistent meeting schedule for next year. The APBT would like to increase student representation on the team, which may be facilitated by having the schedule determined in advance.

### **Classified Senate**

The Classified Senate continues to meet on a regular basis, allowing all classified professionals to participate in activities and discussions. The Senate continues to refine its communications plan, to more effectively disseminate pertinent news to constituency groups. The recent reinstatement of the Professional Development committee will promote personal and professional growth for classified professionals. An additional goal is to engage more members in the shared governance process, especially those who may not have yet been involved in a shared governance group.

### **College Council**

College Council has changed its meeting schedule from bi-monthly to "as needed," although the schedule will continue to be reviewed. The group will "preschedule" at least one meeting per quarter, while anticipating times of the year when more than one meeting may be needed. The group has also considered scheduling a monthly meeting that can be canceled if it isn't needed. Meeting agendas will continue to include standing items for planning and budget teams to report out their items. College Council has provided a mentor to its DASB representatives to help them transition onto the committee.

### **College Planning Committee (CPC)**

Having representation from other shared governance groups has allowed the CPC to accomplish many different tasks, as needed. In recent years, the CPC has served as the accreditation steering committee, the Educational Master Plan committee, and the committee that developed the Student Equity Plan and Vision for Success goals. One downside identified this year is the fact that vice presidents are not standing members of the CPC; nor are representatives from the Equity Action Council and Career Technical Education.

Permanent members from these groups will be added in the coming year.

### **De Anza Student Body (DASB)**

DASB goals include: working more often with various programs on campus; supporting and developing the DASB Flea Market; remaining transparent and drafting a statement of general goals for DASB senators; implementing a Senate newsletter; creating a mentorship program; holding events and promoting groups that embody equity and celebrate students' diverse identities; sending all attachments with the Senate agenda and creating a digital timesheet for office hours.

### **Equity Action Council (EAC)**

Recent EAC accomplishments include: developing and implementing a tri-chair leadership model; creating an EAC binder for newly appointed members, containing important Equity planning documents, the committee charge and historical documents; exploring the possibility of adding a student in a leadership role; incorporating into each agenda time for appreciations, collaborations and reflective grounding; creating a subcommittee for the Equity Champion Award; developing the award criteria and process for nomination and selection across the campus; and working collaboratively with the Office of Communications to promote the award, creating awareness for the work. This year we will create a subcommittee to work with the Campus Climate Survey to help spread the word across campus and increase participation in the survey.

### **Instructional Planning and Budget Team (IPBT)**

The IPBT will align timelines for resource calculations with fund requirements. The team will strive to continue increasing the transparency of processes that are in place for both budget reductions and resource allocations aimed at continual program improvements. The IPBT will revise the Program Review process to accommodate program initiation, viability and sustainability. The IPBT will continue to review and revise the viability process to include program initiation. The team will establish handbook for new members.

### **Student Learning Outcomes (SLO) Committee**

The SLO Committee will continue to work with the IPBT to ensure that assessment work drives resource allocation. The committee has expanded this work to include the SSPBT. The committee also has increased communication with division deans. The committee provides individual departments with recognition of assessment work that has been completed, while encouraging increased assessment work as appropriate. The committee will continue programs such as the \$500 LOAC Award and will continue to work across the academic spectrum to ensure that students, faculty, staff and administrators are involved in creating uniform goals and directives.

### **Student Services Planning and Budget Team (SSPBT)**

The SSPBT's yearly goals are discussed and posted online so they can guide the team's work throughout the year. Program Reviews are done on an annual basis, with a comprehensive review every five years. The team has asked other planning and budget teams to hold joint meetings, once or twice a year, to align the teams' work and discuss topics that affect multiple areas.

**Question 3. Reflecting on your groups' ability to disseminate information to its stakeholders, what are some strengths and weaknesses in regards to ensuring that all stakeholders are informed of the committee's activities, processes, policies and decisions? How can you improve your process for information dissemination next year?**

### **Academic Senate**

Strengths include posting all meeting minutes on the Academic Senate website, and the practice of senators and representatives reporting out information and updates to their respective divisions. The Senate president sends a suggested list of updates for senators to disseminate. The President also sends email updates to the all-faculty listserv. However, it's unclear if all faculty members are reading these emails. One strategy for improvement may be to survey instructors on their level of understanding and interest in Academic Senate activities, processes, policies, and decisions. A survey could also gather feedback and suggestions for improved information dissemination.

### **Administrative Services Planning and Budget Team (APBT)**

Meeting agendas and minutes are posted online, and members report to the constituencies they represent. Each planning and budget team provides regular reports to College Council as a means to increase information dissemination. During the first meeting of each quarter, the co-chairs review the mission and goals of the team.

### **College Council**

College Council determined that scheduling monthly meetings (and canceling them if they're not needed) makes it easier for stakeholder groups to plan and anticipate when information needs to be shared with College Council. Stakeholders will continue to report back to their constituency groups about the discussion and decisions of College Council. College Council agendas and meeting minutes are available on the college website. The Office of Communications is working on website updates to further increase accessibility of that information. College Council may also look into using the BoardDocs service for posting minutes of meetings or other documents. The DASB has proposed creating a best practices guide that would emphasize a commitment to stronger student representation on College Council.

### **Classified Senate**

The Classified Senate is continuing discussions to define the most effective ways of disseminating information. Strengths include increased participation in other shared governance groups and district board meetings, which provide the Senate with broad knowledge of relevant district and campus decisions. While refining the Senate communications plan, members have discussed deficiencies in the current practice of members emailing their sections. The Senate will experiment with sharing information in a newsletter format, along with more consistent updates to the Senate website.

### **College Planning Committee (CPC)**

Adding the college vice presidents and a representative from the Equity Action Council as permanent CPC members will increase the dissemination of information and ensure that the college's senior staff has timely knowledge of the issues that CPC is addressing.

### **De Anza Student Body (DASB)**

The DASB Senate will become more active in shared governance, will invite different groups to DASB meetings and will be more active on social media.

### **Equity Action Council (EAC)**

The EAC will work on posting meeting minutes on its webpage. Meeting agendas were posted this year. The committee will address the question of whose voices are not represented and be more intentional about recruiting members who have not been represented before. The EAC will continue to work collaboratively with programs and departments in need of equity support, and to re-evaluate priorities and policies based on new Student Equity goals, Guided Pathways, AB 705 and the new state funding formula.

### **Instructional Planning and Budget Team (IPBT)**

The “Best Practices for Student Voices in Shared Governance,” established by DASB and adopted by IPBT, has sparked more meaningful dialogue with student representatives. When IPBT members make reports to other shared governance groups, they will bring that group’s suggestions, questions and comments back to the IPBT. The team is focused on continuous improvement in the process of data collection and analysis to improve decision making, with emphasis on transparency.

### **Student Learning Outcomes (SLO) Committee**

The Academic Senate’s decision to pull the SLO assessment form from the curriculum process broke a direct connection that the SLO Committee would have had with each curriculum initiator. The committee still supports faculty members in their assessment of outcomes through weekly SLO office hours, notifications and workshops. Members of the SLO Core team (coordinators plus the Academic Senate President, Institutional Research Director, Curriculum Coordinator and Director of Professional Development) continue to participate actively in the IPBT, SSPBT, Starfish Early Alert, Curriculum Committee, College Council and Viability Committee. The SLO Committee will continue to be involved with Guided Pathways and hopes to contribute on a deeper level when the faculty coordinator for Guided Pathways begins work.

### **Student Services Planning and Budget Team (SSPBT)**

Many SSPBT members belong to other groups on campus – such as the Classified Senate, Academic Senate, ACE, FA and DASB – and regularly report back to their respective groups. They also bring questions and information from their constituencies for discussion at SSPBT meetings. SSPBT members also represent multiple areas in Student Services – such as Admissions and Records, Counseling, DSPS, EOPS, Financial Aid and the Office of College Life – which allows them to bring different perspectives to the topics at hand. SSPBT meeting agendas and minutes are posted on the website, along with the presentations throughout the year. Meetings are held twice a month but sometimes need to be cancelled due to conflicts that arise.