Participatory Governance Evaluation Process
Team Meeting, Thursday, May 23, 2019

Attendees: Ingrid Vargas, Karen Wong, Kate Browne, Leigh Anne Shaw, Michele Haggar, Zahra Mojtahedi

I.   Initial Discussion/ questions/ brainstorming session:
- Primary Goal for this team is to re-establish a process to evaluate participatory governance
- We are not required to follow the exact PG evaluation process described in the 2013 Handbook; The CGC bylaws state that an evaluation must be completed every 6 years, but the process for the evaluation is not specified
- Need to examine the results of the Nov-Dec 2018 Participatory Governance Survey
  - Initial results:
    - 47 faculty, 27 staff, 6 administrators responded
    - Survey did not ask faculty status; cannot view adjunct vs. full-time faculty responses
    - Do we want to try for a better response rate with a new survey in the fall including modified questions?
    - Should the survey include students within the ASSC?
  - Compare the results between the previous survey from 6 yrs ago to the current
  - Evaluate the open-ended questions more closely

- Topics to consider in PG review process:
    - What are the reporting structures for committees?
    - Who charges the committees?
    - How is accountability being addressed and who provides oversight?
    - Should committee members be surveyed about their experience at the end of each academic year?
  - Should a community forum be part of the review process?

II.   At start of fall term:
- Report out on where we are regarding the evaluation process of shared governance and what initial concerns we have about participatory governance
- A "chair" of chairs: Someone to manage all the chairs of the committees
- Establish tasks, timeline, and deadlines, long-term goals
- Recommend a process for every committee to take on or address the following questions:
  - What is your charge?
  - Are you meeting the charge?
  - Does the charge meet the college goal?

III.   Timeline/ other recommendations:
  a. Summer/ Fall 2019
       i. Summer: Survey findings/ open-ended themes generated by PRIE
            1. CGC Recommendations Reports
                 a. Where we are

    b. What we feel needs addressing

    c. What recommendations we have

    d. Who has responsibility for oversight

       i. Questions to ask committees:

         1. Send at end of fall- effectiveness of each committee

         2. Defining charge, information flow, reporting structure

       ii. New community survey in fall?

       iii. Forums

  b. Spring 2020

    i. Review of committee structures

      1. Reporting, reporting, oversight (help identify overlaps/ redundancies)

  c. **Spring 2021**- Charge, agendas, minutes; communication flow

IV. Next Steps

  a. Members in the group will add/ update language in this document

  b. Ingrid will take final document and present to cabinet in July

  c. Next steps based on feedback from new president and cabinet will inform how we proceed in the fall