

Supplement 1 - Foothill College Governance Frequently Asked Questions (FAQs)

1) Why do we need to redesign the Governance System?

The current structure dates back to 2009-10. Workgroup members serve as representatives on PaRC. There is a perception by some that the role of members on PaRC regarding representation and communication are not clear (does a faculty tri-chair represent faculty or the workgroup?), that there were too many committees, confusion about the charge of each, and overlapping responsibilities. The annual governance survey often identified the need for improved communication of governance work. This was especially true of the 2016 governance survey, after which the college held a series of meetings regarding those results. In addition:

- Challenges with the governance system were identified in discussions for the development of the Educational Master Plan in spring 2015, culminating with the College goal to “expand participation from all constituencies in shared governance” adopted in fall 2015.
- A series of planning / governance structure meetings were held in spring 2016 to discuss the results of a governance structure survey.
- The Accreditation Leadership Summit in fall 2016 identified governance as a possible Quality Focused Essay topic, which was later adopted as part of the self-evaluation in May 2017.
- A Governance Retreat September 2017 discussed the need for a new governance system that fosters engagement around strategic objectives rather than operational issues (such as the design of brochures).
- In 2017-18 the Governance Leadership Council began by assessing the strengths and weaknesses of the current model and the need for change.

2) How were Governance Re-design Leadership Council members chosen?

Each Senate (Academic, Classified, Student) appointed 4 members, with the President appointing 2 managers.

3) What is the Foothill College philosophy on Governance?

The principles adopted by the Governance Redesign Leadership Council include:

- a. Governance should allow participants to feel engaged and empowered.
- b. Governance should be fun – allowing us to brainstorm ideas together.

The focus of the governance committees will be on the assessment of progress on the Educational Master Plan and related college plans:

- Planning
- Strategic allocation of resources
[Implementation]
- Evaluate / review / assess institutional effectiveness (I.E.)
- Re-plan – identify changes to the plan

Governance may also involve the opportunity to share information and get feedback on issues facing the college.

4) How many committees will the new Governance Model include?

The new governance model will follow the Educational Master Plan goals and will include a committee for each goal area (Equity and Education, Community and Communication, Revenue and Resources), as well as a committee for overall college planning (College Advisory Council on Educational Excellence). There will be four independent governance committees. The Academic and Classified Senates will continue to operate, as well as subcommittees of the Academic Senate such as Curriculum. Operational committees (such as financial aid scholarship readers) will continue to operate.

5) How many members will each committee have?

Committees will have 12 members in total with four members from Faculty, three from Classified Staff, three from Students, and two from Managers. A member can only serve on one committee.

6) How will committees make recommendations?

Each committee will act independently to set the calendar and agenda. Each committee can make recommendations directly to the President. All recommendations will be made in writing following a standard template.

7) When will committee meetings be scheduled?

Committee meetings will be scheduled for Friday afternoons. Equity and Education the first Friday, Community and Communication the second, Revenue and Resources the third, and the College Advisory Council on Educational Excellence the fourth. Committees can decide if

they want to meet more than once monthly or when to schedule a makeup meeting due to a holiday.

8) Who will appoint members to committees and decide on the length of appointments? It will be up to the Senates (Academic, Classified, AFSC) and the President (for administrators) to make decisions on appointments to the committees, including Chairs, terms, and term limits. The Senates may want to consider staggering the terms, but it is up to them. In the future the Senates may also wish to select Chairs from members whom have already served on the committee to foster continuity over time. It is recommended that council members serve a maximum of two years at a time to allow for new council members to step onto each council every year.

9) What role will facilitators and recorders play and who will appoint them? Each committee will be assigned a facilitator and a recorder. Facilitators and recorders will be Foothill employees, but not members of the committee (they will not vote, they will not be a tri-chair) and will be appointed by the President and assigned to a committee for a whole year. Facilitators and recorders will sit in on agenda setting meetings.

Facilitators will prepare and distribute the agenda (using a standard template) in sufficient time to meet Brown Act requirements. During the meeting the facilitator will be responsible for encouraging participation from all committee members, calling on members to speak (so as to avoid members talking over each other), keeping the discussion connected to the agenda item, and keeping the discussion within the meeting time. The facilitator will summarize actions prior to voting, and will allow adequate time for additional discussion necessary prior to having the committee vote on an action to be taken. There may be a monthly meeting for facilitators to share information across committees (this will also provide a backup just in case a facilitator can't make a meeting).

Recorders will note topics of discussion, points made, and agreement/disagreement on points made in reasonable detail so that upon review, community members could easily understand what was discussed at a meeting. Recorders are responsible for taking and posting / sharing the draft minutes of the meeting within a week of the meeting using a standard template. Recorders may also act as a backup if a facilitator cannot make a meeting.

It is recommended that facilitators and recorders serve a maximum of two years at a time on each council.

10) Will there be subcommittees?

There will be no standing subcommittees. However, the creation of a study group for a committee may be deemed necessary to aid in carrying out the committee's charge. Committees may appoint members to one or more study groups that will meeting for a defined period of time and present their findings and recommendations to the committee.

The study group will be chaired by a member of the Educational Master Plan committee. The study group could be made up of some of the members of the committee or the committee could appoint an entirely different group of members from the Foothill community. Where possible, the committee will consider its needs during the September Governance Summit and make an announcement at that meeting. This does not preclude the announcement of a new study group mid-year.

11) How will committees communicate with each other?

Each committee may act to share information or a recommendation to another committee if they believe it would be important for another committee to consider, given the charge. The committee will do so in writing using a standard template.

12) Can anyone attend the meetings?

All meetings are open to the Foothill College community and everyone is welcome and encouraged to sit in on, and participate in, committee meetings.

13) What if I can't make it to campus – can I view the meeting online?

All meetings will be broadcast via video conferencing. The meetings will not be recorded. For 2020/21 all meetings will be conducted using the Zoom online conferencing platform.

14) Who do committee members represent?

Committee members are expected to represent the constituent groups that appointed them. It is expected that the tri-chair will report back to their respective Senates in writing / or verbally after each meeting.

15) Are alternatives allowed to replace absence members?

Attendance in-person is encouraged.

16) Who are the committee chairs?

Each committee will have a tri-chair appointed by the Faculty, Classified Staff, and President. Given the demands on their time, students will not serve as chair.

17) How will actions of the committees be communicated?

A governance webpage will include up-to-date information on each committee. Representatives will report to their constituent groups after each meeting. A campus-wide email blog (Foothill College Fusion) will publish monthly updates.

18) What is the Governance Summit?

Each September (before classes) the representatives of all the governance committees will come together for training. Committees will have time to meet separately and plan their calendar for the year. Committees will also have the opportunity to share their calendars and the appointment of Study Groups.

19) When will the changes go into effect?

Once approved by PaRC in spring 2018, the constituent groups will make appointments effective fall 2018. Committees will review the process after the first year and propose revisions to the Governance Handbook for year two.

20) What will happen to Program Review?

The Equity and Education committee will review programs reviews. Identification of programs for discontinuance will be reviewed by the Advisory Council which will make a final recommendation to the President.