

Foothill College Shared Governance Task Force May 2021

Proposal

1. Context

[May 7th Governance Memo](#) approving Academic Senate ask to:

Provide resources for, and collaborate with the Academic Senate, Classified Senate and ASFC, in the convening of a “Shared Governance Task Force,” to be charged with conducting a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) of the current governance structure, utilizing the data collected to date from various forums (C&C, Academic Senate, Classified Senate, ASFC, etc.), and to be convened prior to the end of May 2021. We ask that you create a new body to complete this work, and do not charge such an important task to C&C and/or one of the governance councils, which meet only once a month for two hours. This Task Force would be charged with:

- Preparing recommendations for needed improvements/fixes.
- Facilitating opportunities for college-wide input into these recommendations.
- Ensuring approval of all recommendations by all constituency groups: ASFC, Classified Senate, Academic Senate, Admin Council, and the Office of the President.
- Implementing the changes and updating the Governance Handbook.

2. Proposed Task Force Phases

Phase 1: June 2021

- Approve proposal
- Conduct SWOT analysis
- Identify immediate needs/fixes that can be implemented by the start of 2021-22 academic year
- Identify longer-term needs/issues
- Decide how to recruit members, facilitators & recorders for 2021-22 Council appointments
- Solicit “transition plans” from current council tri-chairs, which would include a report on the work accomplished this year, and work still in progress
- Create work plan for Phase 2
- Appoint members for Phase 2

Phase 2: July 2021 through September 2021

- Work on immediate fixes (Phase 2 work plan)
- Revise/redraft Governance Handbook for 2021-22
- Re-conceptualize fall Governance Summit, Orientation and Onboarding of Council members
- Conduct Orientation, initial Onboarding and Governance Summit in September or early October
- Plan for constituency review/input for new Governance Handbook and approval in early fall 2021

Phase 3: October 2021 through December 2021 (or until work is finished, whichever comes first!)

- Appoint Phase 3 members
- Incorporate constituency input/feedback into 2021-22 Governance Handbook, and adjust Council operations as needed
- Create work plan for Phase 3 (longer-term needs/issues not addressed during Phase 2)
- Complete activities on work plan
- (If applicable) Draft new Governance Handbook for 2022-23, orientation materials, etc.
- Plan for next assessment of governance (When?? Spring 2022 or the following year?)
- Summer 2022 – Review May 2022 assessment. Incorporate feedback where possible.

3. Proposed Membership of Task Force by Phases

Phase 1:

Task Force Steering Committee: Darla (facilitator), Admin/AVP of Marketing, Kathryn (AS), Josh (CS) and Abhi/Fatai or delegate (ASFC)

Additional Task Force members: 1-2 reps from each constituency group: students, staff, full-time faculty, part-time faculty and admin

Should hold at least one large facilitated session for input with all council members

Phase 2:

Steering Committee + any of the members who can commit to summer work

Phase 3:

TBD

4. Proposed Steps & Timeline

#	Step	Lead	When?	Status
1	Identify a facilitator	Simon and Kathryn	ASAP	Have selected Darla Cooper of RP Group
2	Prepare a proposal for how the Task Force could accomplish its work, including the makeup of the task force, milestones with dates, etc. Get input and approval from from Academic Senate, Classified Senate, ASFC, Admin Council, and President's Cabinet	Simon, Kathryn & Darla	Draft proposal from Simon & Kathryn to Darla on 5/24 Next step?	In progress
3	TBD			
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