

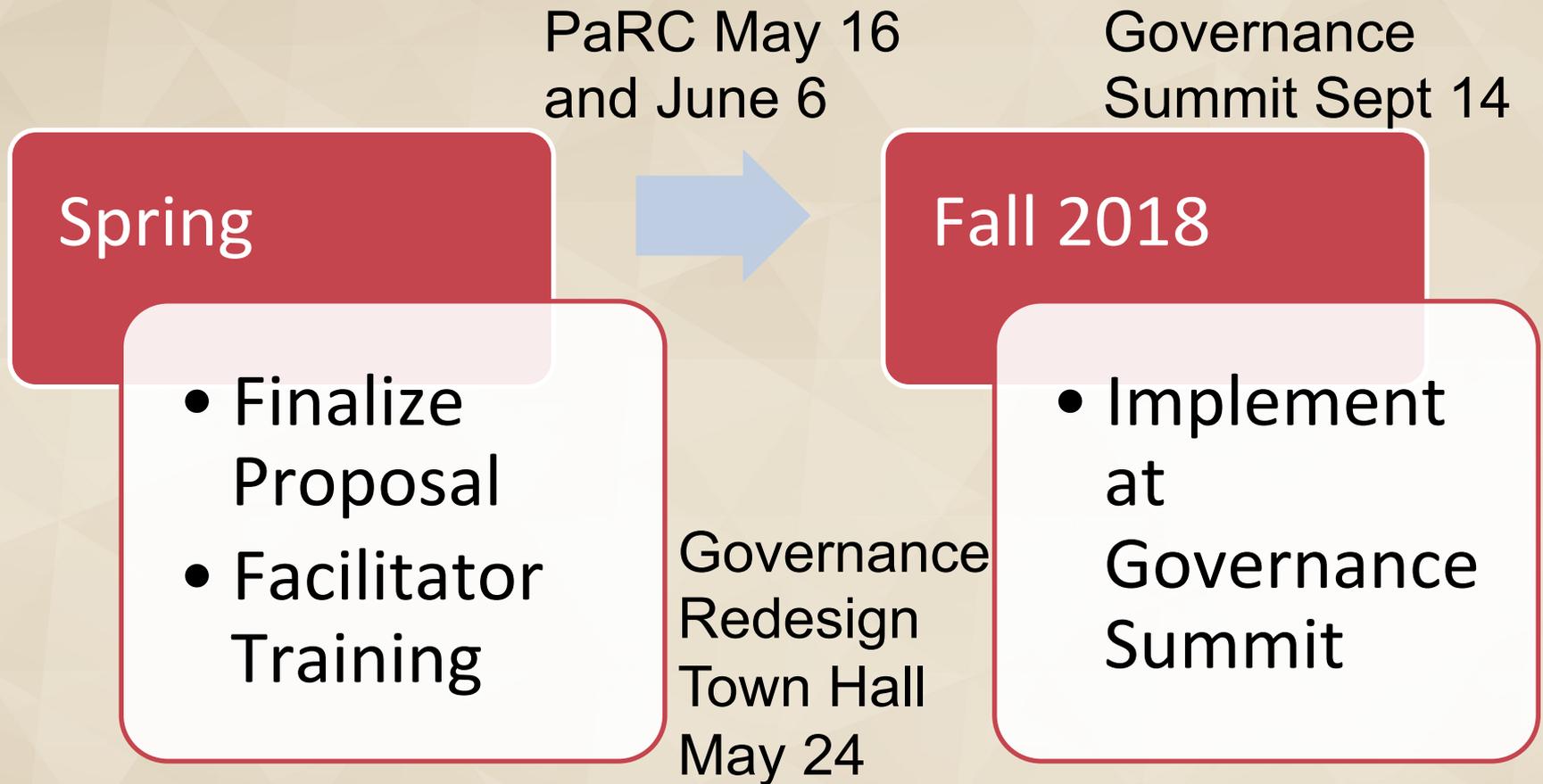
Foothill College Governance Redesign Update

May 16, 2018

Discussion Outcomes

- **Examine the proposed governance critical success factors**
- **Understand committee operating logistics**
- **Articulate committee membership, roles, and responsibilities**

Governance Redesign Timeline



Governance Change Timeline

2015 Ed Master
Plan goal on
Governance

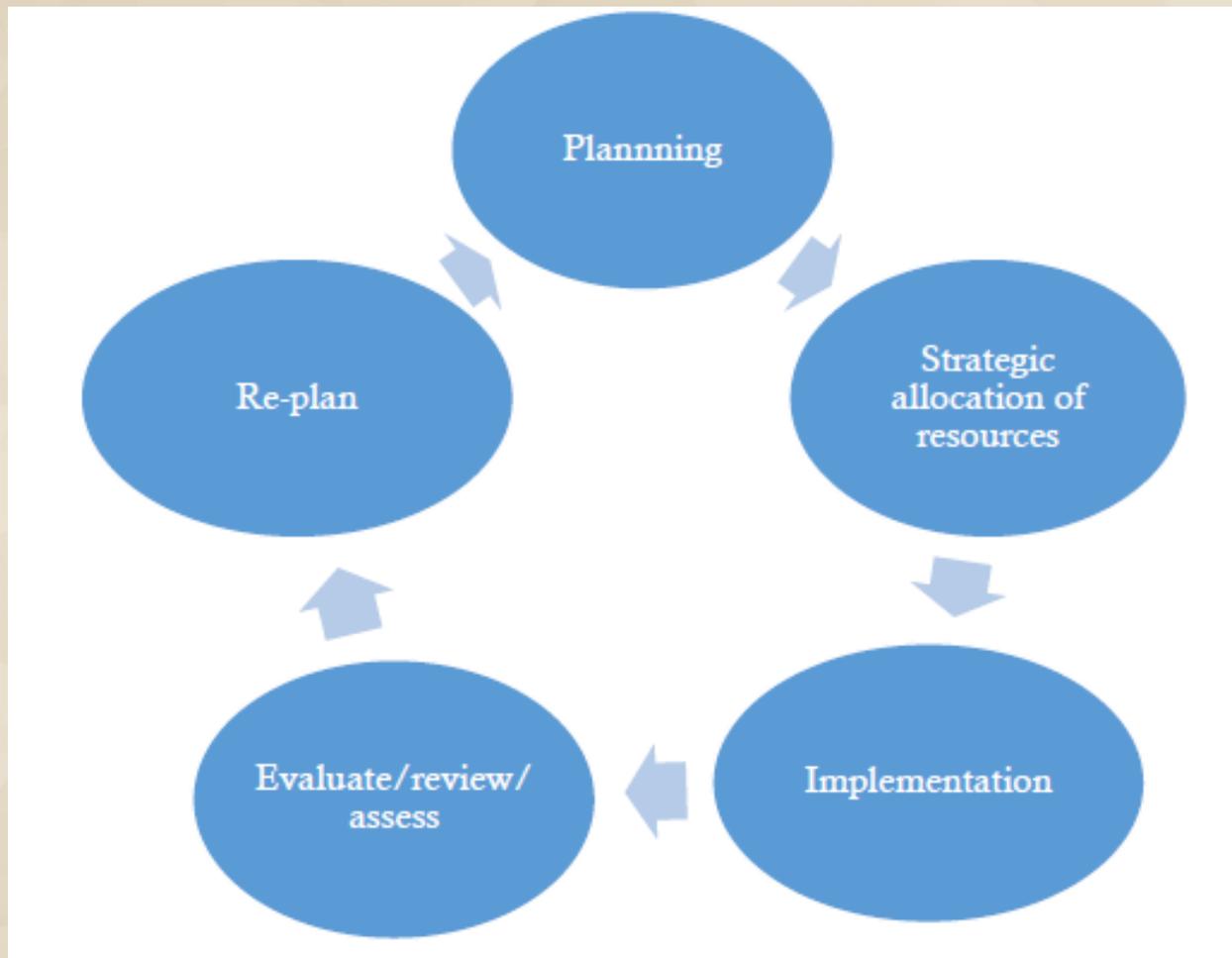
Spring 2016
Governance
Structure
Survey
Discussions

Fall 2016
Accreditation
Summit led to
Quality Focused
Essay Topic on
Governance

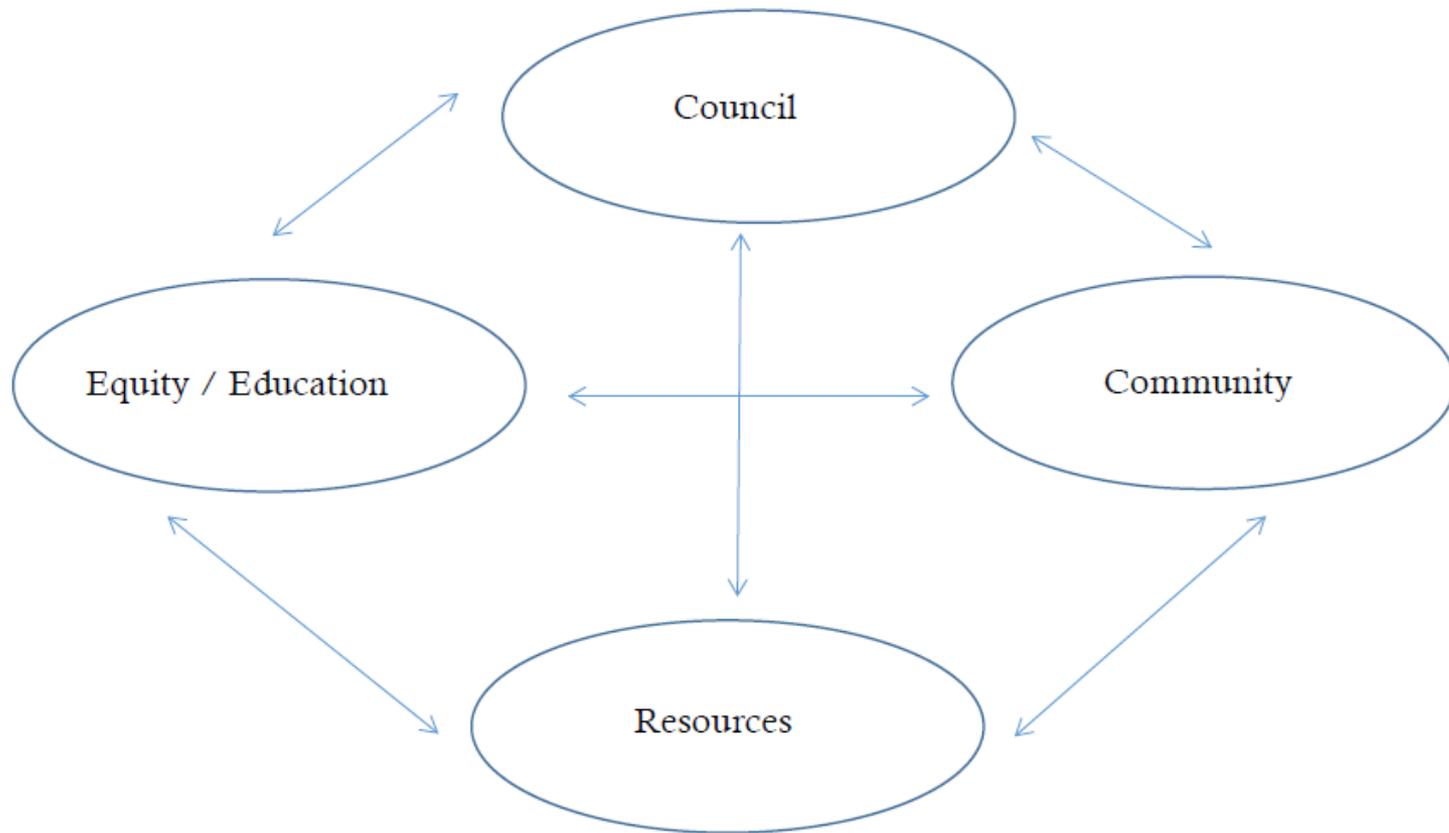
September 2017
Governance
Retreat discussed
need for new
system

2017-18 Governance
Redesign Leadership
Council
recommendations to
PaRC

Role of Governance



Educational Master Plan Governance Model



Proposed Study Groups

- Committees may appoint members to one or more study groups that will meet 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, study groups will be announced at the September Governance Summit.

Proposed Governance Committee Indicators of Success

- All members have the opportunity to participate in committee discussion.
- Committee input is used to help shape the direction of college plans.
- A variety of opinions on committee agenda topics were welcome.
- The committee fosters an environment where discussion topics can be viewed from different perspectives.
- All committee members have an opportunity to influence the deliberative process of making a recommendation to the President.
- Sufficient information / documents are shared with committee members so as to provide background on discussion topics.

Operation of Committees

- Each committee will have 12 members – 3 Faculty, 3 Classified Staff, 3 Students, and 3 Administrators. Members will be on only one committee.
- Each committee will be assigned a recorder.
- Each committee will be assigned ex-officio members to support the work of the committee.
- Recommendations from the committees must be transmitted in written memorandum. The President will write back to the committee outlining the decisions made.
- Committees will have a trained facilitator assigned by the President who is a Foothill employee but not a member.
- Each of the 4 committees would meet on the same Friday of the month (e.g. Community Committee would meet on the first Friday of the month).

Governance Committee Agenda Setting

- During the Governance Summit the committees will develop a draft calendar for the year.
- An agenda setting meeting that includes the chairs, facilitators, and recorders will take place before each committee meeting.
- The agenda will include needed supporting materials.
- It will be the responsibility of the administrative tri-chair to contact the ex-official members so that materials can be prepared to support the agenda item. The materials will be prepared and presented by ex-officio members or other employees with expertise in that area.

Governance Group Topic Areas

Council

Strategic objectives, college-wide planning, college resource allocation, accreditation, program approval and discontinuance

Equity / Education Committee

Instruction, equity, basic skills, program Review, 3SP, workforce, transfer, assessment, online enrollment, dual enrollment

Community Committee

Professional development, community education, service leadership, institutional learning outcomes, alumni, governance, communication

Resources Committee

Budget, technology, sustainability, facilities

Member, Chair, Facilitator and Recorder Roles

Proposed Governance Committee Member Responsibilities

- Provide input on the strategic direction of the college, including monitoring institutional plans.
- Keep informed of the activities of the college and the wider issues that affect its work.
- Express your opinions and perspectives.
- Share comments/positions taken by the constituency group that appointed you.
- Come to meetings prepared to participate and carry feedback from the constituent group.
- Read the agenda and the materials thoroughly in advance of the meeting.
- Report back to the constituent group the information discussed and actions taken in the committee.
- Listen respectfully to all participants during committee meetings and actively engage in meeting topics.

Role of Chairs

The Chairs will be appointed by the Senates (Academic and Classified) and the President (for administrators).

Responsibilities

- Meet to prepare an agenda that will foster engagement.
- Report on the status of action items.
- Conduct an annual evaluation of the committee.
- Be fully informed and inform fully – ensure all members have the information they need to make informed decisions and take part in discussions.
- Request materials/presenters in advance for items on the agenda.

Role of Facilitators

- Prepare and distribute the agenda
- During the meeting the facilitator will be responsible for encouraging participation
- Summarize actions prior to voting
- Attend monthly meets for facilitators to share information across committees

Role of Recorders

- Note topics of discussion and points made by committee members
- 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.