


MEMO

To: Revenue and Resources Committee
Community and Communication Committee

Cc: Equity and Education Committee
Advisory Council
Administrative Council

Fr: Thuy Thi Nguyen, President 

Date: April 6, 2019

Re: Joint Study Group on Design Thinking Approach to Hub and Spokes Model

Thank you for the Governance Memo summarizing your final recommendation regarding the joint study group proposal. Special thanks to the tri-chairs and facilitators of both committees for being proactive.

As noted in my previous Governance Memo:

- Revenue & Resources Committee (in conjunction with Community and Communication Committee) establish a joint study group:
 - constituting faculty (full-time and part-time) representatives from the Instructional Divisions, classified professionals, and administrators to develop (preferably by June 2019, but no later than Dec 2019) a proposal to address division needs and build community while breaking down silos, including, but not limited to an Instruction Hub with Spoke model.
 - recommending a proposal for use of potentially vacant division offices (preferably by June 2019, but no later than Dec 2019); and if proposal requires major renovations, to revise college facilities master plan for funding.

The joint study group would report back to the Revenue & Resource and Community & Communication Committee by end of June 2019 with a proposal for a redesign (for implementation during the summer) or a request to extend time (if needed).

In the meantime, current division employees will go into their new roles starting July 1, 2019. Instructional Deans will continue to work in division offices (part-time or full-time as recommended by joint study group).

As you proposed (with some revision as I had explained at your respective committee meetings), the following is the constitution of the joint study group:

- Students (2)

- Faculty (3) with at least one of the three faculty being an adjunct faculty
- Classified professionals (1)
- C & C Committee representative (1) – tri-chair
- R & R Committee representative (1) – tri-chair
- Division Administrative Assistant (1)
- Administrator (1) – Executive Director of Family Engagement Institute Betsy Nikolchev – appointed by President to tri-chair

The joint study group will be staffed by:

- Facilitator / Design-Thinking Instructor (contracted with one-time PRT funds)
- Vice President, Finance & Administrative Services (or Associate Vice President)
- Furniture, Fixtures, & Equipment Coordinator
- Simon Pennington & Veronica Casas (meeting logistics support)

The joint study group will meet on Wednesdays from 12:30 pm – 3 pm (lunch provided) in the President’s Conference Room on the following days:

May 1
May 15
May 29
June 5
June 19

Please recruit and appoint accordingly.

A facilitator/trainer in design thinking will conduct the meetings. The environment will be like a classroom. The facilitator will also do an introduction of design thinking to the Administrative Council at its regular gathering on April 18.

The administrator appointee to serve as administrative tri-chairs of the joint study group is Betsy Nikolchev who has experience in design thinking in her work with the Family Engagement Institute. Each committee should have one member of its respective committee to serve as tri-chairs with Ms. Nikolchev.

We look forward to the work of the joint study group to recommend a new design for our college, using the innovative design-thinking approach, to create greater interdisciplinary collaboration and community for our college.

Again, thank you for your recommendation.