

## The COCC Shared Governance Work Group: Winter 2017 Quarterly Report



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### Accomplishments during Winter 2017

Established as a working group of College Affairs in February 2016, the purpose of the Shared Governance Work Group is to help maintain effective Shared Governance at COCC. Our work this term includes the following:

- Provide training (in person, online, and/or with documents, such as a Shared Governance Handbook) and guidelines for committee members and chairs;
  - [A revised \(March 2017\) Shared Governance Handbook is now available on our new website](#): We are looking for feedback from everyone! Thank you to those who have already provided useful feedback: look for the next revision by Fall 2017. This is a living document.
- Investigate creating a central location for agendas, minutes, and recommendations;
  - One of our members is now a member of the Communications Task Force, joining the college wide conversation on this topic. COCC will be getting an Intranet by 2018, which should provide us with internal, accessible space for sharing/searching for agendas, minutes, and recommendations.
  - The Shared Governance Work Group will also be contacting the chairs of policy and other committees with a campus-wide reach to remind them that we will be the repository of annual reports from those committees. Ideally, we would like to see quarterly reports posted to Commlines (and later to that Intranet) by more committees. Kudos to those committees who have been doing that regularly this year (Academic Affairs, College Affairs, Curriculum, Data Stewardship, PAT, and OSHA/Safety Committee).
- Serve as a resource for anyone in the COCC community who has questions about the decision making process.
  - Besides the Shared Governance workshops we offered in the fall, individuals have approached us with questions related to Shared Governance.
  - We began to work with Alicia Moore and Terri Botts to offer our assistance with the ongoing process of updating the [Committee Matrix](#), determining if the committee structure in the matrix

matches that in the General Policy Manual's Committee section, and discussing what to do about committees that are no longer active but are still in the Matrix.

- We will be contacting chairs of major committees to review the matrix to see which positions need to be filled in Fall 2017 so that they can plan ahead for elections and/or appointments as needed.
- We found some inconsistencies in the GP Manual that we will work on resolving over the next few terms.
- Develop a tool to assess the effectiveness of the goals of shared governance at COCC according to the definition of shared governance as stated in the GPM.
  - We developed a survey for Shared Governance Workshop participants and received both positive feedback and useful advice for future workshops. Thank you all who participated. Stay tuned for the Fall 2017 Shared Governance Workshop!

Please visit our [website](#) for more information

**If YOU have an idea for a new or revised policy or procedure, but don't know where to begin the process, please don't hesitate to contact one of the Shared Governance Work Group members for assistance. We are YOUR resource!**

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