

**Committee End of Year Report**

**Committee Name:**  **June 2017: Update from the Shared Governance Work Group**



**Committee Chair reporting: Stacey Donohue**

**Focus Area:** Working Group of College Affairs

**Date:** June 2017

**Committee member names and positions**

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| --- | --- |
| **Names** | **Position Representation** |
| Stacey Donohue | Chair/faculty |
| Tim Peterson | Faculty |
| Renee Brazeau-Asher | Classified |
| Sharla Andresen | Administration |
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# Committee PURPOSE:

# Our purpose is to help maintain effective Shared Governance at COCC. We began in February 2016, so have complete 1 ½ years of our 2 year term as a Work Group. In the fall, we will be submitting a proposal to College Affairs to become an advisory Committee.


# Committee STATUS SHORT SUMMARY REPORT

**a). Key Recommendations and/or Requirements met:** We recommended to College Affairs a process that could be followed for changes to any policy or procedure. The revised policy (which now includes changes to procedures) was approved by College Affairs in Oct. 2017: Policy for Revising Policies and Procedures. It is not yet in the online GP Manual, but should be by fall.

 **b). Accomplishments and Opportunities:**

 **Our charge includes making progress on the following activities.**

* Provide training (in person, online, and/or with documents, such as a Shared Governance Handbook) and guidelines for committee members and chairs;

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* + In September 2016, we offered the first Shared Governance Workshop (15 attendees).
	+ The second workshop was offered on Dec. 7th, 2016 with 17 attendees.
	+ **Our next workshop will be on Sept. 19th, 2017 at 1pm: ALL are welcome!**
	+ [The current handbook is now available on our new website](https://www.cocc.edu/college-affairs/shared-governance-work-group/): We are looking for feedback from everyone!
		- * This fall, we will have a finalized “flow chart” of how policy and procedural changes are made!
* Complete an annual review of the Policy, Procedures and Committee Manuals to ensure that approved edits or updates were made, and to recommend revisions as needed.
	+ We reviewed and caught some errors in the online GP manual.
	+ A pdf of the GP manual will be available each September; however, any updates during the year are listed in a sidebar, thus printed manuals are not updated throughout the year.
* Investigate creating a central location for agendas, minutes, and recommendations;
	+ For now, we will collect end of year reports for the first time to review them and identify highlights across campus.
	+ Once COCC has an Intranet, we will work on finding a place to share quarterly and/or annual reports.
* Serve as a resource for anyone in the COCC community who has questions about the decision making process.
	+ Besides the Shared Governance workshops, individuals have approached us with questions related to Shared Governance or for help with their policy proposals.
	+ Starting fall 2017, a member of the Workgroup will be available as a resource for College and Academic Affairs.
* 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 have developed a survey for Shared Governance Workshop participants, and next year, we will distribute a college-wide shared governance survey to assess the climate of Shared Governance at COCC.
* Determine the structure of a permanent group to monitor, lead and support shared governance at COCC, including the process for determining membership and standing duties of the group.
	+ We have a draft proposal that we will submit to College Affairs in the fall.

 **c). Needs and Challenges**

We work so well together and the College has been so supportive, that we don’t have anything to add here.