Governance Review Council (GRC)
May 14, 2014
3:00 – 4:00 p.m., SMN 305

Meeting Summary

Present: Matt Markovich (Chair), Steve Petker, Joan Rinaldi, and Barbara David (Staff Resource)
Guest: Director of Planning, Research and Institutional Effectiveness Chris Myers
Absent: Christine Li, Julie Oyle, Lance Reyes, Cathy Summa-Wolfe, Wendy Walsh

Note: Given a faculty member was not present at this meeting, no quorum existed; and thus no votes/actions were taken/agreed upon.

Agenda

1. AGENDA
2. MINUTES
3. PGS COMMITTEES
4. NEW STANDING COMMITTEE
5. PGS MEMBER SURVEY 2014
6. GRC SOLUTIONS: LOGISTICS
7. WRAP-UP

Minutes

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• No action taken due to lack of quorum.

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PGS Committees – Proposal for Change of Start Times (Chair Matt Markovich)
• Proposal: It was announced that GRC has been requested to approve and recommend the changing of the start times for participatory governance meetings to FIVE MINUTES AFTER THE DESIGNATED HOUR to allow for punctuality – given it takes time for faculty to wrap up their classes which end on the hour and then walk to PGS meetings. (Request submitted by Academic Senate President Sara McKinnon)
• Strategy Discussed: Members were asked to discuss this request with their constituents and come prepared to vote on whether to approve/recommend it [to College Council] at the first GRC meeting in the fall. (Chair M. Markovich requested that Staff Resource B. David email absent members to inform them of the proposal and request the same preparation.)
Accreditation: Proposal for New “Standing” Accreditation Steering Committee (Interim PRIE Director/Accreditation Liaison Officer [ALO] Chris Myers)

- **Proposal**
  Interim PRIE Director/A LO Chris Myers proposed to GRC the creation of a new “standing” accreditation steering committee.

- **Committee Charge/Responsibilities**
  Although the committee’s responsibilities will include preparations for the upcoming Self Evaluation, the proposal includes making this committee a standing committee to allow it to continuously guide and monitor institutional effectiveness (regardless if an accreditation report deadline is approaching soon).
  - Proposed responsibilities include:
    - development and implementation of procedures and timelines
    - development of a self-evaluation report outline and assignment of responsibilities
    - creation and oversight of subcommittees, as needed
    - review of implementation progress for previous ACCJC recommendations and self-study planning agendas; and providing of direction to those responsible for implementation.
  - C. Myers distributed Proposed Accreditation Procedures and Timeline document which includes related information.

- **Strategy Discussed:** Members were also asked to discuss this request with their constituents and come prepared to vote whether to approve/recommend it [to College Council] at the first GRC meeting in the fall. (Chair M. Markovich requested that Staff Resource B. David email absent members to request the same preparation.)

Other: Non Agenda Item (ASCOM Student Representative Steve Petker)

- **Request on behalf of Associated Students of College of Marin (ASCOM) for PGS Information**
  - ASCOM President/GRC Student Representative Steve Petker requested that GRC provide the following needed information to the Associated Students of College of Marin (ASCOM) prior to the fall PGS student representative recruitment process:
    - an explanation of each PGS committee’s function;
    - a description of what students can bring to these committees when serving as representatives; and
    - the value of student participation.
  - (The importance of having a student serve on a committee for more than one year was also indicated.)
  - (It was added this student orientation information may be integrated into the new online orientation software tool (Comevo) which the College has purchased.)

PGS Member Survey 2014 (Chair Matt Markovich)

- **Analysis of Results of Spring 2014 Survey - Next Steps**
  - Add this item regarding GRC’s review and analysis of survey results to GRC’s first fall agenda.
  - Share survey results with PGS committees.
  - Advise all committees to document changes they make resulting from survey’s feedback.
GRC Solutions (for Improving Transparency): Logistics (Chair Matt Markovich)

- Although it was advised to carry over this agenda item (comprised of numerous tasks as listed in the 5-14-2014 GRC Agenda) to GRC’s first fall agenda, the following updates about some of its components were provided:
  - **Challenge Question re “monetary amount approved by the superintendent/president, as requested through the PGS, for instructional equipment for either a specific or their own department”**
    After Chair M. Markovich and Academic Senate President Sara McKinnon discussed the location of the Accreditation Evidence web page containing this, it was decided to make this information more accessible by placing it in a more intuitive and easily located spot for everyone to find:
    http://www.marin.edu/SLO/program-reviews/ProgramReviewAllocationResults.htm
    - To find this link from COM’s home page:
      - Under “Faculty & Staff” drop down menu from any page on the website – scroll down and select “SLOs and Program Review”. Then click on the “Program Review” link on the left side of the page.
      - See and click on subheading “Committee Reviews and Allocation Results” (which includes those of 2007 to the present).
  - **PGS Training**
    Chair M. Markovich indicated the Human Resources Office is “looking at training”, although the process has not yet been started.
  - **PGS Presentation (preferably fun/entertaining) at the Fall 2014 Convocation**
    GRC members made the following suggestions to “lighten up” what may be considered otherwise “dry reading material” from the Participatory Governance Manual to educate the College community about important PGS guidelines for the purpose of further creating PGS transparency (a component of GRC’s charge):
    - use a short “Jeopardy” game show format;
    - offer the challenge/educational opportunity to the COM’s performing arts’ students.
  - **Explore the possibility of offering a PGS-oriented flex activity.**
    - Comevo training software may be used for this.
    - Members recommended the need for someone with familiarity about PGS’s pertinent facts and structure to help develop the PGS-oriented flex educational activity.

Other: Non Agenda Item: Orientation Meeting

It was recommended to have a separate meeting in the fall for orientation to the PGS committees.

Wrap Up

The committee was adjourned until fall 2014.

(Agenda items may be e-mailed to barbara.david@marin.edu)