Participatory Governance System (PGS) Survey Tools

<table>
<thead>
<tr>
<th>PGS Member Survey</th>
<th>Employee Survey</th>
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<tr>
<td><strong>Sent to:</strong></td>
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<td>♦ all PGS Committee members (i.e., all members of the Facilities Planning Committee, the Planning and Resource Allocation Committee (PRAC), the College Council, the Student Access and Success Committee, the Governance Review Council, etc.)</td>
<td>♦ administrators ♦ faculty ♦ classified professionals</td>
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<td><strong>Last one:</strong></td>
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<td>Spring 2013</td>
<td>Fall 2012</td>
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A. **Purposes of Surveys** *(College of Marin PGS Plan, p. 17)*

**GOVERNANCE REVIEW COUNCIL (GRC)**

Charge
The Governance Review Council will **monitor and evaluate the governance process** to ensure that:
- The system’s processes are open and transparent.
- Governance committees adhere to the guidelines outlined in the Participatory Governance System Plan.
- Committees fulfill their charges effectively.
- Committee members regularly communicate with their constituent group.
- Recommendations are consistent with the mission of the College.
- The College actively maintains its participatory governance system.

B. **GRC Responsibilities re Surveys** *(College of Marin PGS Plan, p. 17)*

Responsibilities
The Governance Review Council shall:
- **Conduct an evaluation of the governance system annually or more frequently when deemed necessary by two of the three senates or the Board of Trustees.**
- **Serve as an adjudicating body for any issues having to do with the governance process.** All recommendations will be written, justified and distributed to the College Council.
- **Establish appropriate timelines to complete tasks and make recommendations.**
- **Recommend to College Council changes and revisions to the Participatory Governance System that are based on evaluation process** and recommendations from governance groups consistent with current laws and regulations.
PGS Member Survey Results

5-22-2013 minutes

Distribution of committee-specific survey results

- When members discussed the distribution of survey results disaggregated by individual committees, a concern was raised about the possible breach of the promise of anonymity made to respondents.
- However, the following reasons were cited to promote distribution of the disaggregated information:
  - GRC’s #1 goal of improving; and
  - the accreditation assessment requirements.
- Further, it was added that the Educational Planning Committee (EPC) survey results already had been shared with EPC to improve its functionality.

GRC members agreed to:

a) approve the sharing of the PGS Member Survey results disaggregated by individual committees with the committees;

b) add the following language in future surveys to clearly inform respondents that their committee’s results will be shared— and that such results will never target “types of respondents” (i.e., Classified Professionals, Faculty, Administrators, or Students):
   “Your committee’s results will be shared with your committee – but responses will remain anonymous. ”

c) compare the survey’s response rates next year and the following year, keeping in mind the possible effects of this policy’s implementation.

Confidential Wording in Results: GRC Members agreed that:

a) Survey results should be screened for confidential wording before distribution; and
b) if confidential wording appears, it should be “blanked out”.

PGS College Wide Governance Survey Results

GRC Minutes of 01-23-2013

→The committee agreed to add the words “and questions” after the word “comments” on the next PGS Survey.

GRC agreed to recommend that a link to the PGS web page be included under the “About the College” tab on the COM Homepage to provide more direct and user-friendly access to governance information. K. Kirkpatrick will forward the recommendation to Executive Director of Communications, Community Relations and Advancement Cathy Summa-Wolfe.

GRC Minutes of 2-13-2013:

- Members agreed with the plans to:
  ♦ place the new link for the FAQ’s toward the top of the PGS page;
  ♦ place the phrase “Governance FAQs” in the website’s A-Z Search function;
  ♦ provide an announcement in the President’s Weekly Briefing about the changes to the PGS web page; and
  ♦ post the meetings in the new online Governance Committee Calendar.

Determination of Completion Status of Survey Results’ Review

- Members agreed the review of the survey results is now complete after summarizing GRC’s actions as follows:
  ♦ GRC informed the Cabinet regarding the support of the Classified Staff’s participation in professional development.
  ♦ In order to make information more transparent, GRC took action to make the following improvements:
    i. a direct link for PGS from the COM home page;
    ii. new FAQ’s for the PGS web page to provide information about areas of weakest familiarity;
  iii. Rewording of survey questions so participants can ask questions in the future.