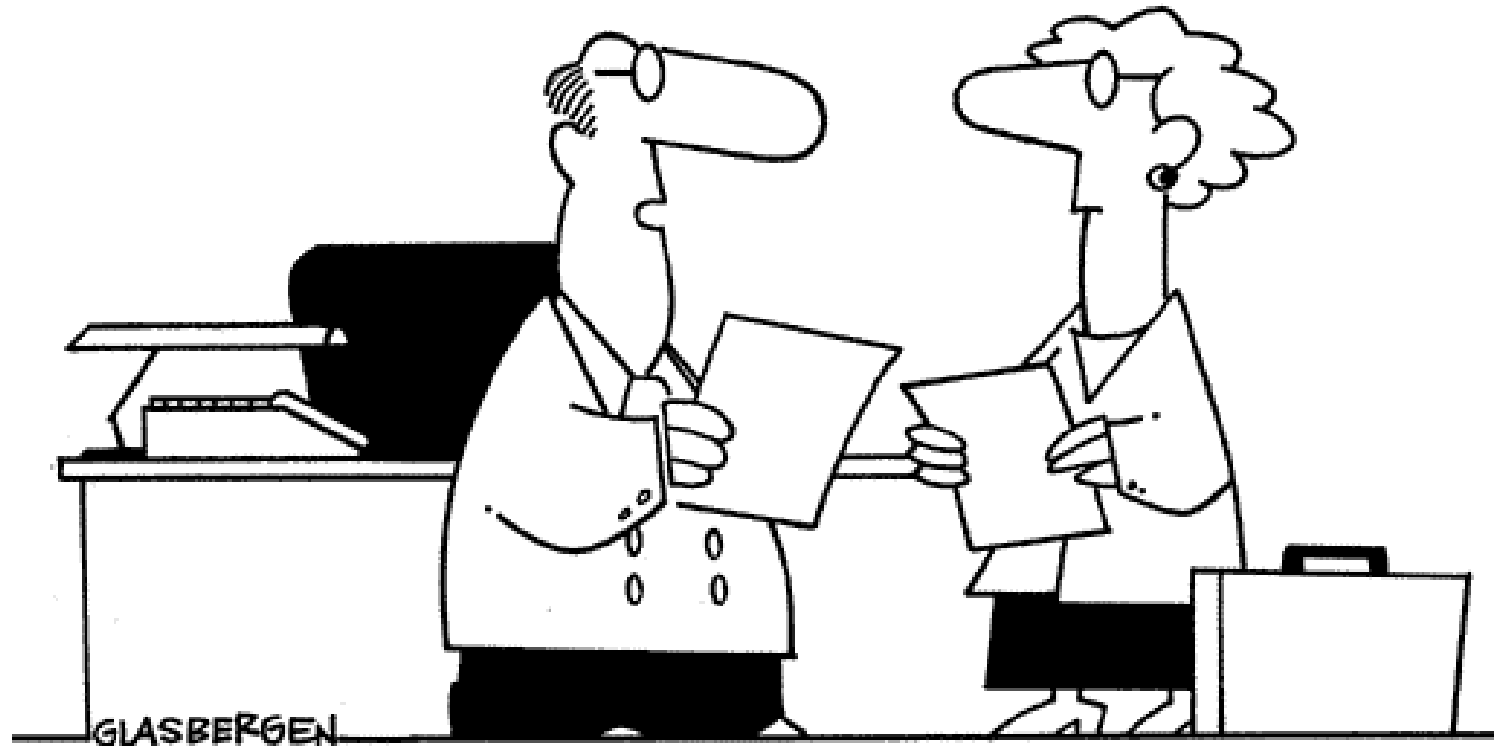




Committee Training

August 13, 2019

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**“Let’s form a committee to create a task force
to develop a team to determine the fastest
way to deal with the problem.”**

Outcomes



Develop a shared understanding of expectations for all YC Committees



Discuss establishing committee objectives



Share a few best practices, tips, & suggestions



Review sample agendas and other communication documentation

Participatory Governance

- ▶ AB 1725
 - ▶ The Board of Governors shall establish “minimum standards” and local governing boards shall “establish procedures not inconsistent” with those standards to ensure faculty, staff and students the right to participate effectively in district and college governance.
- ▶ Title 5, Section 51023.5
 - ▶ Staff (management, supervisory, and classified) shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the staff will be given every reasonable consideration in the decision-making process.
- ▶ YCCD BP 2510 reflects the language above.

Faculty Role in Governance *aka The Ten Plus One*

Title 5, Section 53200(C)

“Rely Primarily”

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies.

“Mutually Agree”

4. Educational / program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

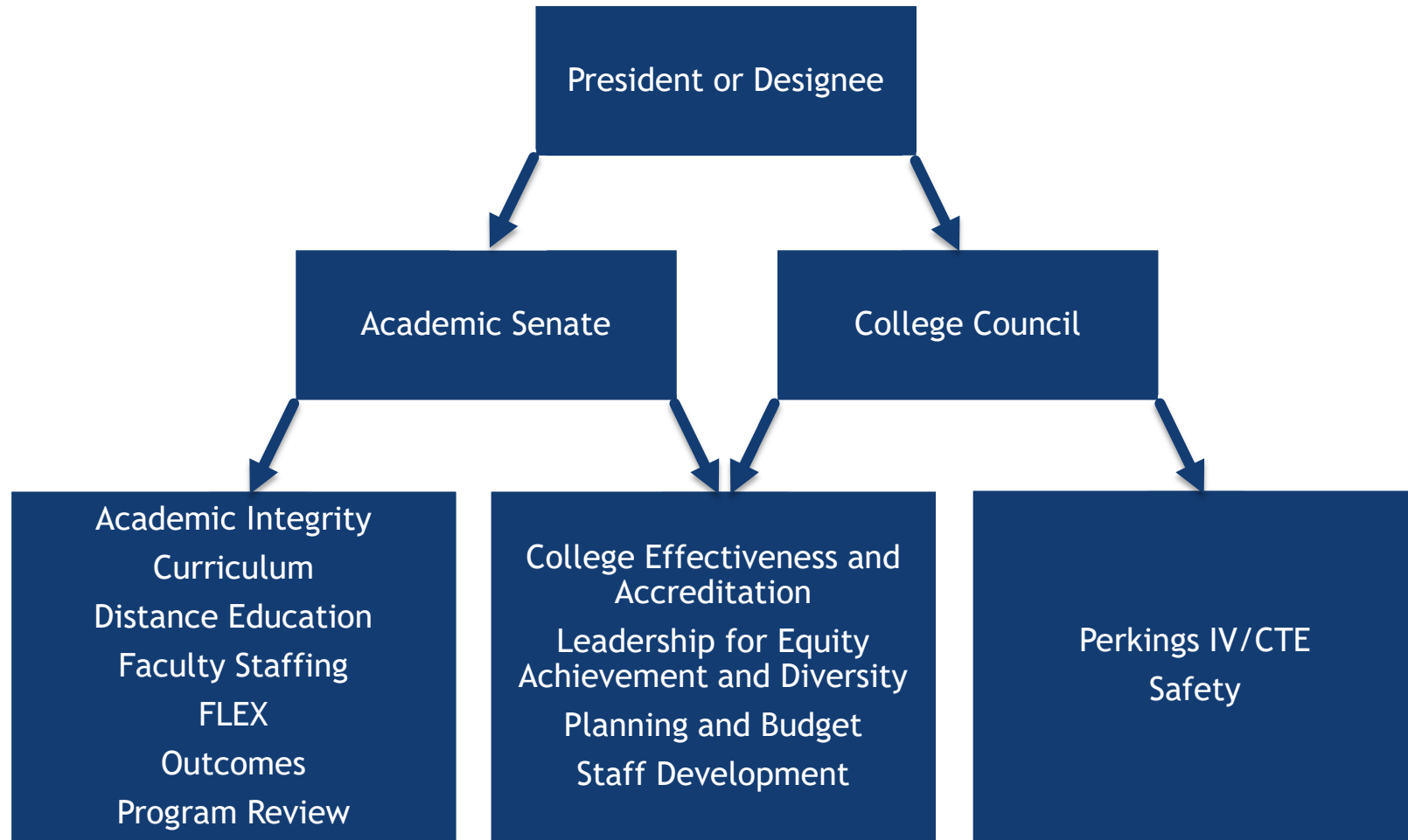
Student Role in Governance *aka* The Nine Plus One

Title 5, Section 51023.7(C)

1. Grading Policies;
2. Codes of Student Conduct;
3. Academic Disciplinary Policies;
4. Curriculum Development;
5. Courses or Programs which Should be Initiated or Discontinued;
6. Processes for Institutional Planning and Budget Development;
7. Standards and Policies Regarding Student Preparation and Success;
8. Student Services Planning and Development;
9. Student Fees Within the Authority of the District to Adopt; and
10. Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.



YC Committee Structure



What's in a Name?



Standing Committees, Councils, and Other Participatory Governance Groups

Currently 15 Groups
Charter and Appointed Members
Regularly Scheduled Meetings



Task Force

Operational and Focused
Reports to a Standing
Governance Group
Lasts 1 Academic Year Unless
Approved by College Council
and/or Academic Senate



Workgroup or Other Name

Task Oriented with Limited Scope
Not Specific to a Governance Group
Short-Term, Project Based

Membership Appointments



Faculty

Academic Senate makes faculty appointments.

When new or additional members are needed it must be approved by Academic Senate.



Classified

Contact Cassie Leal about any vacancies.

Employee's must have the approval of their immediate supervisor.



Administrators

Contact the VP's Office



Students

Contact Campus Life and the Associated Students of Yuba College (ASYC)

Establishing Committee Objectives

- ▶ Review and update (as needed) the committee Charter Statement
- ▶ Complete annual Committee Objectives Report (COR)
 - ▶ EMP Alignment
 - ▶ Long-term vs. short-term
 - ▶ Metrics
 - ▶ Baseline
- ▶ Both processes should be completed as early as possible in the Fall term

Elements of Successful Meetings



Key individuals attend regularly and are on-time



All participants are engaged and discussions are on-topic



Meeting details and materials are provided well in advance



Meetings have a clear purpose and end with action items and accountability



Participants are prepared



There is follow-through on decisions and assignments

Responsibilities of a Committee Chair

- ▶ Ensure Committee OneDrive (Microsoft Group) is up-to-date
- ▶ Train new members and provide ongoing support to ensure effective participation
- ▶ Hold a meeting only if necessary and be mindful of time
- ▶ Confirm that members and guests necessary for the meeting will be in attendance
- ▶ Ensure the agenda, supporting materials, and minutes are distributed in a timely manner
- ▶ Encourage participation from all members
- ▶ Clearly define and assign action items to specific accountable individuals
- ▶ Ensure that committee documents are posted to the committee website (PDF)

Responsibilities of a Committee Member

- ▶ Attend regularly and be on-time
- ▶ Review the agenda, supporting documentation, and previous minutes ahead of time
- ▶ Stay on topic in discussions and avoid side conversations
- ▶ Listen actively and be open to diverse perspectives
- ▶ Finish assigned actions prior to meetings or by a set deadline or provide status update
- ▶ Volunteer your time, talent, and expertise to get things done
- ▶ Be realistic in your availability and ability to carry out action items

Committee OneDrive (Microsoft Group)



Group Email and Communication



Shared Calendar for Meetings



Shared Files for
Document
Collaboration

COR
CSAR
Charter

Agendas

Should Include

- Name of Committee
- Date, Time, and Location of Meeting
- Members and Guests
- Discussion Items
 - Description
 - Time Allocations
 - Owner(s)
 - Desired Outcomes
- Next Meeting Date

Could Include

- Committee Objectives
- Committee Norms
- Supporting Documents for Discussion Items
- Link to Accreditation Standards or College/District Goals
- Parking Lot

Minutes



Note participants (present/absent) and guests



Organize by agenda item, provide enough information that someone who was not at the meeting will understand the discussion and major decisions that were made



For any action items, identify responsible party, and timeline (Who and by When?)



Provide a summary of the discussion. DO NOT attempt to provide a transcript, DO NOT include confidential information



Keep language neutral and unbiased

BoardDocs Demonstration

<https://boarddocs.com/ca/yccd/board.nsf/public>

Other Resources

Yuba College Committee Website

- <https://yc.yccd.edu/academics/committees/>

Yuba College Council Handbook

- <https://bit.ly/2Tsautf>