

Shared Governance Taskforce (Revised 9/8/21)

Members: Laureen Balducci, Scott Olsen, Keri Kirkpatrick, Tim Shively, Jennifer Mahato, Mary Pape, James Nguyen, So Kam Lee, Melinda Hughes, Mylinh Pham, Eric Mendoza, Pippa Gibson

Guiding Principles	Taskforce Goals	Taskforce Timeline to Completion	Responsible Person(s)	Action Steps	Outcomes
<ul style="list-style-type: none"> • New governance structure model to equitably empower campus constituency groups (full time and part-time faculty, staff, student and administration groups) in decision-making processes for the college and make recommendations to the president regarding college finance and policies. • Keep student needs at the center of prioritizations in order to better serve them. • Adhere to campus-wide survey results regarding current SG concerns. • Base recommendations on the college's vision, mission and values. • Center focus on inclusion and diversity, especially noting where there is historical underrepresentation in shared governance. 	<ul style="list-style-type: none"> • Understand how all PBTS currently work (mission, structure, what is working and not working, etc.). • Identify what is/are the problems we currently have in shared governance and look for possible solutions. • Consider additional representation from individuals from unions, affinity groups, BFSAs, DALAs, APASAs, MSAs, ACEs, CSEAs, Teamsters, POAs, etc. • Explore colleges with successful shared governance models. • Request for IEPI/PRT resources to support institutional 	<p>April 2021: Meet to discuss mission, goals, tasks, and give assignments.</p> <p>May 6: Review De Anza's basic budget components; Taskforce team - assigned work tasks.</p> <p>May 13: Continue to share out assigned tasks (IEPI proposal, PBT structure assessment; other CCC shared gov. structures.</p> <p>May 27: Discuss new shared governance structure based on task info collected; continue to collect info as needed.</p> <p>June 6: Create scenario of new SG process</p>	<ul style="list-style-type: none"> • All College Council/Taskforce • Martin Varela and SGTF members • Laureen – will write an IEPI/PRT proposal • Scott, Eric, Tim to assess current PBTs structure/decision-making processes • Jim, Mary, and Keri, Melinda to research other college's shared governance structures • Jennifer to research current budget structure • SFTF to report out regarding their findings and discuss process scenarios • All SGTF discussion/feedback to proposals 	<ul style="list-style-type: none"> • Onboard new SG committee members regarding what their roles and responsibilities would be in assisting the president with final decision-making process. • Communicate the value of governance participation by others that do not normally serve on college committees. • Generate focus groups to represent each constituency area for information, input and suggestions for the new shared governance model. • Training of new SG structure and training of any new people on SG committees. • SG Handbook to be updated. • Evaluate the effectiveness of the new governance structure: Conduct assessment of progress, concerns, and any resource requirements. 	<ul style="list-style-type: none"> • New shared governance model designed and implemented by January 2022. • Communication campaign to share all aspects of the new shared governance model with the college. • Share evaluation of new model and report positive outcomes as well as challenges within first year of implementation. • Implement any new technology to assist in the communication and involvement with new SG model

Guiding Principles	Taskforce Goals	Taskforce Timeline to Completion	Responsible Person(s)	Action Steps	Outcomes
	<p>innovation and effectiveness plan.</p>	<p>June 11: Continue to work on proposal for new SG process</p> <p>June 21: Continue discussion on proposal for new SG process</p> <p>June 29: Taskforce retreat to solidify all research and data explored and bring into proposal</p> <p>July 14: Taskforce solidifies proposal</p> <p>July 21: PPT created to showcase work done and next steps</p> <p>August 4: PPT feedback requested by SGTF members</p> <p>August 11: Finalize proposal PPT</p> <p>September 2021: Taskforce schedules meeting with College Council and creates Town Hall meeting date; divides up presentation as to who discusses which portion on proposal</p> <p>October 2021: Taskforce conducts Town Hall meetings. <i>Oct, date TBD</i></p>	<ul style="list-style-type: none"> • SGTF members identified only one proposal to be put forward for consideration • All SGTF members • All SGTF members • All SGTF members • PPT created by Laureen with input from some of the SGTF members • Additional SGTF members give feedback/input to PPT • SGTF members • Taskforce members to attend College Council and Town Halls presentations • Each member presents at College Council and Town Hall • College community to vote; SGTF 	<ul style="list-style-type: none"> • Provide data analysis to constituents to ensure that data supports our planning and decision-making processes. 	

Guiding Principles	Taskforce Goals	Taskforce Timeline to Completion	Responsible Person(s)	Action Steps	Outcomes
		<p>November 1-5: College community votes on proposed SG structures</p> <p>November 8-12: Proposal results received, compiled and analyzed.</p> <p>Nov./December 2021: Final recommendation of new Shared Governance structure to College Council (CC)/President</p> <p>IMPLEMENTATION (IF NOT SOONER):</p> <p>January 2022: Revised shared governance structure roll-out</p> <p>February 2022: PRT Team to visit campus to assess new SG Structure, assist with implementation, and assessment</p> <p>April 2022: PRT team gives report for review and offers progress notes/suggestions</p> <p>May 2022: Final review by PRT Team; funding given for implementation, communication and tech</p> <p>June 2022: Conduct evaluation/data/analysis of the new SG structure report to president and College Council</p>	<p>available to college community for follow up questions/concerns</p> <ul style="list-style-type: none"> • SGTF/IR assistance • SGTF members write final recommendation • College Community • Senior Staff, SGTF to host PRT Team visit; stakeholders in college areas to attend meeting with PRT Group • Senior Staff, SGTF, college area reps to engage with PRT Team feedback • Senior Staff, SGTF, college area reps to engage with PRT Team feedback • Taskforce, Institutional Research • SGTF/IR 		

