**COLLEGE COUNCIL SELF-EVALATION**

**January 28, 2019**

Excerpt from Board Policy BP325:

The board of education shall evaluate the governance system based on the criteria below:

1. Clarity;

2. Wide and explicit communication;

3. Effectiveness;

4. Efficiency and timeliness;

5. Processes that encourage employee and student participation in problem solving and decision making;

6. Processes that assure that decisions are made at the appropriate level, by the appropriate group with the needed expertise;

7. Recognition of the support needed for employees and students to participate and contribute meaningfully.

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| BP325 Criteria | 17-18 | 18-19 |
| 1. Clarity | JA-Transition in Chairs contributed to a lack of consistency in normal processes. Adherence to processes outlined in the Governance/Operations Manual, Charter etc did not happen consistently. | JA-To improve clarity agendas and minutes have been posted per the agenda/minutes processes outlined in the operations manual posted on the website. Handouts for all items being discussed are prepared in advance. Minutes for review are sent to members at least 3 days prior to each meeting. Adherence to the operations manual procedures is being carried out. |
| 2. Wide and explicit communication | JA-The Council did host forums that had reasonable levels of participation. Bristow Square and Budget forums had the highest numbers. Without minutes being posted and a clear calendar being available it was difficult to engage the campus community CR-The forums help. | JA-Adherence to the process for other Council’s to be on the agenda is being held. Date to request agenda items is posted on the CC meetings page. The governance calendar is posted at the top of the web page. Forum by CC are also posted. Announcement to campus community for the forums are posted in the Weekly. Attendance by guests to CC is minimal. This is an area for improvement. |
| 3. Effectiveness | JA-Consistent attendance of members, a majority of new members and a lack of understanding regarding the intent and purpose of the roles of responsibilities of College Council contributed to reduced effectiveness. Also stalemates over decisions also reduced effectiveness. Functional subgroups did exist. The Bristow Square Task Force responded to concerns regarding Freedom of Speech. The Budget Development Sub Committee met frequently and progressed toward a consensus budget in a tight fiscal year. Three to four policies were approved.CR-I think we tend to be inefficient, which leads to being ineffective. We did not put items through in a timely fashion. This let to our not accomplishing much, thus we were ineffective. | JA-Member consistent attendance has improved. Each meeting at minimum a quorum is achieved that allows decision making to be made. The decision making process is still not clarified but the ability to make decisions this year has not been stalled. Policies have been reviewed and approved. The once a month meeting does slow the rate of policies being approved. The Policy committee has not been meeting but has a clear direction for the remainder of this year. The Budget Dev Sub Committee and the Governance Sub Committee has College Council leadership and are setting clear goals and timelines.MH-Changing from meeting twice a month to once gives more time to get the work done between meetings.MH-Concerns about effectiveness within College Council. Unclear about the role of the subgroups – what they do and what they should be doing. |
| 4. Efficiency and timeliness | JA-Although College Council met two times per month this criteria was difficult to meet. In some part because using the consensus model where one dissenting vote prevented decisions from being made. No minutes were posted the entire year. Transition in notetakers created some challenges. Chair/Vice Chair meeting only happened once.MH-Approving core themes was an unnecessarily two-year processCR-See previous comment. | JA-Minutes are posted shortly after being approved. All minutes are posted within one month of the previous meeting. The workplan was developed in the first meeting of the academic year has recently been reviewed with leads identified. The notetaker for this year is efficient and collaborates well with the Chair and Vice Chair.AM-Need to clarify which challenges are with the system and which are with the system not being followed. If the latter, that can be remedied.AM-College Council has been efficient and timely on both policies reviewed this year. |
| 5. Employee and student participation  | JA-There was consistent student representation by the ASLCC President. The student senator stopped attending after Fall term. Students participated in the Bristow Square Task Force.CR-If anything, we got out of our way to be inclusive. | JA-Students senators from ASLCC were invited to participate starting in Fall term and have been present consistently. They are invited to speak and provide a summary and the end of each meeting.BK-We’ve struggled with consistent student participation. Whatever we can do to ensure we have students at the table is very important for the college. We need to figure out a way to incorporate that into Student Life or communication outreach.DW-ASLCC is looking for ways to incentivize student participation and would like to see participation beyond student government.MH-Wouldn’t want participation to interfere with the student’s academic success, but it would be a good process for students to learn.CR-I agree with Marge about student participation – it should not detract from studies. |
| 6. Decisions are made at the appropriate level, by the appropriate group with the needed expertise | JA-Policies and procedures were discussed and the difference between the two was identified as sometime not being clear. CR-I think that HR and the unions tend to dominate here. Perhaps the governance reorganization will address this. | JA-College Council in reviewing policies and associated procedures is attempting to clarify what needs to be reviewed and what needs to be moved forward to the appropriate councils and/or administrative group. This has happened with both the review of the Use of Public Spaces policy and the Drone Use policy. The procedural parts of this will move forward to Facilities Council , Diversity Councils as appropriateMH-Chairs of the Councils should be included in College CouncilCR-Consensus model is not working |
| 7. Employees and students are supported to participate and contribute meaningfully | JA-The first chair was not allowed enough release time to focus adequately on the duties of a chair. The second chair had too many other responsibilities to carry out the duties of a chair. This led to agendas and previous minutes being sent out on the day of and consequently not providing time for minutes to be reviewedCR-See comments on #5. | JA-Support for the Chair to facilitate this year has improved. A note taker has been assigned who is able to accurately capture discussion in meetings and produces minutes in a timely fashion. The work of reviewing the governance system is a large undertaking and requires much effort from many members. A strong commitment to this work is evident and appreciated.MH-So many people at Lane don’t understand how the governance system works. We need to build in training and professional development.DW-Agree that training on the governance system is important. Having students in the governance system is good for getting a student perspective and for student learning. |