

# Annual Governance Reflection – 2022-23

In the spring of each year shared governance groups engage in an annual reflection on its processes through three targeted questions. The results of the reflections are published annually in the Educational Master Plan Update and help inform the college's planning process.

**Question 1. Reflecting on the work of your governance group over the past year, how did this work help fulfill our mission, values, strategic initiatives, Institutional Core Competencies, and commitment to equity?**

## **Academic Senate**

The Academic Senate has served as a forum and a voice for faculty concerns and ideas over the past year. In this role, AS has helped fund scholarships, address fundamental questions about campus facility plans and services, and contributed to shared governance processes and committees. These all support the overall mission of the college, as well as specific initiatives, such as Measure G projects.

## **Art on Campus**

The committee worked to further the college mission by engaging students and the community in projects that helped to create socially responsible leaders in the community. Students demonstrated their knowledge and civic capacity for cultural and social justice in gathering viewpoints, designing, and creating the Veterans Resource Center mural in coordination with President Holmes, the Cupertino Rotary Club and the veterans community at De Anza. They also have engaged with the community by working with the Rotary Club in painting sculptures that celebrate the Year of the Rabbit. These sculptures will demonstrate the diversity of our community while involving students in works that will be publicly displayed both at the college and in the wider community. This will also help to meet student success goals, as they will be able to build a portfolio of publicly exhibited art work to universities, scholarship panels, and potential employers.

## **Budget Advisory Committee (BAC)**

The task force reviewed and made recommendations on several financial agenda items (e.g., supplemental retirement plan dollars returned to the campus from the district: permanent funding sources for filled positions in carryforward; funds from retirements) to the Resource Allocation & Program Planning Committee (RAPP). The team also discussed planning agenda items (e.g., reimagining FHDA; Measure G Bond; Dining Services and Printing Services fiscal reports) that assisted the college address the current fiscal stability of the campus and identified future fiscal challenges while focused on supporting the needs of the students and the mission and equity goals of the campus.

## **Classified Senate**

To simplify it and make it more sense for us participating in this reflection, we are basing answers on classified Senate bylaws purposes (Article II, section I) -

We worked hard to get participation on the numerous shared governance committees.

Wide distribution/participation of classified professionals on shared governance committees.

Input to college management and board on our needs for greater participation in the shared governance practice (College Engagement work plan at College Council on the shoulders of Heidi King's and Sarah Wallace's advocacy- former Classified Senate presidents in 2022 and 2023 respectively).

Started a committee on heritage months, which eventually became the leadership for the standing internal committee called Equity, Inclusion and Employee Recognition.

We have a classified committee who met regularly on Measure G funding and megaproject implementation before the formal creation of the Megaproject Taskforce created in College council.

Have recruited representatives for hiring committees and other shared governances in district and college wide committees.

Maintained other standing committees such as Professional Development Day, Mentoring and Advisory Committee, Elections Committee, Bylaws and ad hoc ice cream social committee.

Our meetings became longer considering the many topics classified senate was trying to engage in our bimonthly meetings.

## **College Council**

One-day retreat held in October to discuss the college shifting is shared governance structure from the planning and budget teams to RAPP. The retreat was a space for the committee to settle on the structure of the new model. The committee approved two hiring request for nursing, the hiring of the director for BS program in Automotive Tech, and the approval of resource allocations to support program missions and the college mission. The conversation on how to continue supporting the engagement of Classified professionals in shared governance and other campus leadership committees.

## **College Planning Committee (CPC)**

The College Planning Committee engaged in leadership of the Institutional Self-Evaluation Report (ISER) for reaffirmation of accreditation. The committee provided oversight of the writing teams, drafted responses to assigned Standards and reviewed drafts of the report. The committee updated its membership, planning graphics and the governance handbook to reflect collegewide changes to the shared governance process. The committee reviewed the annual accreditation metrics including student success, degree and transfer as well as CTE job placement rates and licensure pass rates, as required by ACCJC. The committee approved the tri-chairs of the strategic planning process to continue to advance the implementation of the Educational Master Plan by identifying and inviting leaders from across the campus to join initiative working groups, to meet over the summer to prepare for college Opening Day work sessions then during Opening Day 2023 engage work session participants in creating initiative action plans and develop concrete ideas for implementation and integration. Throughout the implementation process there will be a focus on ensuring alignment with the equity plan and integration with guided pathways work.

## **Curriculum Committee**

We have a diverse committee from a variety of areas that helps to support work across disciplines and backgrounds. We support innovation in the form of new courses and course revisions. With respect to the committee itself, we have adopted and adapted to a new curriculum management system and implemented support strategies to enable users across campus to access and utilize the system. By supporting curriculum development we support the college mission, strategic initiatives, ICC, and equity.

## **De Anza Student Government (DASG)**

Communication and expression: - Collaboration with multiple groups such as office of communications,

office of college life, and student retention services to spread information beneficial to the student body. - Hosting events to celebrate De Anza students and their organizations. - Embracing diverse voices and ideas during Senate meetings. Information literacy: - Facilitating events like the quarterly resource fair to increase awareness of available resources at De Anza. - Providing accurate information to the student body in a timely manner, in avenues such as social media updates and hosting events such as the Measure G forum. Physical/mental wellness and personal responsibility: - Name change suggestions to the mental health & wellness center. - Holding events like Culture Day and Destress Week to promote physical and mental well-being. Civic capacity for global, cultural, social, and environmental justice: - Relaunching rent-a-bike and supporting E-bike initiatives to make sure that students in need are able to get -transportation to campus - Supporting discussions around Measure G to keep the student body informed about where their tax dollars are going - Continuous communications with programs that advocate for civic engagement such as VIDA, HEFAS, FA-PAC, and Public Policy School - Funded several conferences such as CCCSAA, FACCC, General Assembly, Undocumented voices united for change Critical thinking: - Worked on restructuring the Senate to create a more organized and effective model, increasing diversity. Actively listening to student needs and incorporating feedback to address concerns. - Condensing bylaws for more equitable and efficient future operations. These categories summarize the various ways in which DASG's work aligns with communication and expression, information literacy, physical/mental wellness and personal responsibility, civic capacity for justice, and critical thinking.

### **Equity Action Council (EAC)**

The body allows us larger knowledge of our college by being part of EAC, EAC does good work and brings up many issues. Is there is space at the campus at large that can bring these issues at a broader level.

Question: How do we do our governance role considering we are a governance body?

Can we have a governance day where all shared governance bodies can gather and get on the same page? i.e. an Opening Day for Shared Governance

### **Student Learning Outcomes (SLO) Committee**

Presentation to Academic Senate at Department Chairs Meeting February 10, 2023 focused on exploring ideas for authentic assessments and class “climate” surveys facilitated by anonymous quiz feature of Canvas. Encouraged and promoted the ongoing assessment of course level student learning outcomes through Zoom meetings, one-on-one meetings on campus, and emails. Connected with Office of Professional Development to develop workshops and presentations promoting authentic assessments. Ongoing work with Student Services ensuring continuous assessment on student services learning outcomes. Student Services has chosen CAS Standards as the framework for sharing assessments.

### **Technology Committee**

The Technology Plan is based upon Equity. We focus on accessibility and student learning. Over the past year we have been working to meet Technology Committee goals, focusing on these items. We have a diverse group, and members from each key area of the college. Committee was revisioned to include web experts, classified professionals, online ed.

### **Resource Allocation and Program Planning (RAPP)**

RAPP designed and approved its charge, mission, and norms for carrying out critical business at the college related to resource allocation and program review/planning. It do so in a way that centered the ideas of

transparency and inclusion. RAPP successfully allocated funding to support instructional and student services programs across campus. RAPP continues to work on allocating funding for personnel hiring, departing from the previous model of rolling over vacancies within employee types and making funding more generally available to all college needs, recognizing the important role that faculty, administrators, and classified staff all play in supporting student success and equity-focused initiatives.

**Question 2. Reflecting on your governance group's processes and practices over the past year, please identify what has been working and what changes you plan to implement over the next academic year to ensure continuous improvement.**

### **Academic Senate**

For non-classroom faculty, the Academic Senate gives a platform to share our challenges regarding students and also seek potential solutions. It also gives us a chance to share new services which benefit both faculty and students. Our HyFlex model has been working well by helping to build engagement and reach across campus faculty groups, making it easier for guests and the public to attend. In order to comply with the Brown Act and help support making quorum, next year we will be requiring all Senators to attend in person or via zoom from within district boundaries.

### **Art on Campus**

While the Art on Campus Committee has been able to coordinate responses to requests for art to be created on campus it is not a decision-making committee. In the next year a key goal is to be able to fund art work maintenance, effectuate change, and initiate projects by gaining an ongoing budget. In addition, the committee has benefited greatly from the active participation of a student member. A goal for next year is to fill the second student member seat, which is reserved for a student currently majoring in the arts.

### **Budget Advisory Committee (BAC)**

College Council 05/18/2023 approved transition from Budget Task Force to Budget Advisory Committee as per the College Council's approved Shared Governance Review Task Force proposal. Membership, including chairs and vice chairs role, and meetings have been established. Budget Task Force and Budget Advisory Committee members remained largely unchanged, which resulted in a smooth transition between the governance groups. Training and in-depth knowledge from previous meetings helped build a collaborative and collegial member base. Continuity and understanding of the role of the committee has assisted in understanding and identifying available fiscal resources. Maintaining a strong reporting link to the allocation of resources committee (RAPP) is key to the success of the shared governance process at De Anza College.

### **Classified Senate**

Working Well so far...

Participation:

The people involved are enthusiastic and committed.

Far more representation in committees than in previous years

It stretched some of us thin yet showed/highlighted the space we need to be in community, communication, and we do need work on our transparency.

The members (senators) who are committed spent many extra hours on committee and shared governance work.

Meetings:

Work in progress.

Hearing more from people that represent us

More effective at collecting feedback from our constituents.

We now have minutes for every meeting.

Communication:

We have a Newsletter that goes out about 2-4 times a month

Activities

In-person events have helped this past year.

We have built more community with classified senate as we attend in person social events.

Willingness to advocate and things are followed

Professional Development

Group Dynamics:

Sense of safety and support based on things shared.

What is shared is turned into real action

College Engagement Work plan

CSEA Solidarity Resolution

Megaproject Taskforce

Some of our management is supporting our efforts in general.

Recommendations

Website and Meeting Preparation: Have documents to the agenda as a link to be viewed more easily without browsing emails for needed documents.

Resources: DASG Senate Meeting, Juan Diaz, Dennis Shannakian,

Website: Maintain and update our website

Resources: Juan Diaz has been elected as our communications officer. Alex Harrell.

Outreach: Need a plan to develop a wider active membership, and increase participation by our 200 + classified professionals

Newsletter: When there are urgent "ask", it should be one ask per email sent out so that it does cause information overload.

## **College Council**

What is working: The ability to take time on items to consult with constituency groups on items and the space to share feedback. The ability to assess our processes and structures and the ability to adapt to changing needs of the campus, in particular to the shift to Resource Allocation Program Planning (RAPP) and the creation of the Budget Advisory Committee (BAC). Over the next year, the committee hopes to create space and time to review all committee groups and their charge to determine the most effective model of governance.

## **College Planning Committee (CPC)**

The committee works well in its ability to adapt to changing planning requirements, for example, overseeing accreditation during the accreditation cycle, or overseeing the development of the Educational Master Plan, or leading the college in the review of the mission and values statements. The committee's membership is broad and representative of a large variety of stakeholder groups to be able to adapt to the changing purpose of the committee each year. The committee reviewed its membership this year and determined that the tri-chairs of RAPP will replace the former co-chair of IPBT, SSPBT and APBT. The committee also updated its members to include a student services dean/manager. This next year the committee will continue to lead the college in the ISER process ensuring broad-based feedback on the report in the fall quarter. The committee faltered a bit

when one of its main organizers went on PDL. It would be helpful to have clearly identified and engaged additional leadership if that occurs again in the future.

## **Curriculum Committee**

Our online small group technical review process is working well. The distribution of agendaized in-person meetings to online work sessions in small groups seems well balanced. We should work on developing additional eLumen training resources. Resources that focus on smaller portions of the curriculum development process. Examples of how to complete specific sections and/or matrices would be useful. We are developing and need to continue to work on new policies, such as a course/program sunset policy and degree/certificate review cycle.

## **De Anza Student Body (DASG)**

Improvements that could be made to DASG through the next academic year: - Implementation and piloting of the new restructure, aiming for a positive step forward. - Advocating for more student events and ensuring students have opportunities for involvement. - Improving information dissemination and communication with students and other shared governance groups, utilizing resources such as quicknotes, the scoop, and in-person ads. Enhancing direct communication with students and increasing outreach efforts, such as utilizing in-person communications and class presentations

## **Equity Action Council (EAC)**

- We are starting the operationalized work of the [Equity Plan Re-Imagined](#).
- Held the Cultural Humility training.
- Introduced the E portfolio tool for transfer data and for honors program.
- Started the conversations regarding [Land Acknowledgement](#) after NCORE conference.
- The Equity Action Council retreat was held at Hakone Gardens, Saratoga, Ca.
- Supported “[Partners in Learning](#) Institute” where many of our EAC members presented.
- Coordinated Student Voices event in solidarity with Women in Iran titled “Women, Life and Freedom.” [Flyer](#)
- Submitted the Equity Plan metrics to the state with EAC’s feedback.
- Attended the PUENTE Led Tommy Orange [Author Talk](#), and other [black student centered activities](#) included the UMOJA Open House, Black Student Success Week virtual webinars. The Equity Champion Awards committee is coordinating the annual Equity Champion Awards.
- Increase capacity to better sustain leadership development.
- Recommendation: Quarterly reflections, Summer reflection and revisit the EAC mission
- A potential flow would be the following
  - Fall quarter- onboarding,
  - Winter quarter - retreat,
  - Spring quarter –end of the year celebrations
- Students felt very welcomed in EAC and felt that their voice actually mattered.
- Students also felt EAC was disconnected with community at a large, like everyone was doing their own thing.
- Recommendation: Learn about programs like Early Alert, now called De Anza Connect.

## **Student Learning Outcomes (SLO) Committee**

Restructuring of the Shared Governance process on De Anza campus began Fall. Now that the framework is set, SLO Coordinators are reaching out to Resource Allocation and Program PI to ensure that assessment work drives resource allocation. SLO Coordinators take an active role in the Program Planning Committee

and College Council to resume non-voting membership on these committees. In the past, we have found such membership facilitates the interconnectivity between resource allocation and assessment work. Throughout the year we did have a voting member of the SLO Core Team on both Curriculum Committee and Academic Senate. Individual departments are recognized for assessment work completed and are encouraged and supported with assessment work as appropriate. However, reinstatement of the LOAC award is being considered. Assessment work continues to be collected. Microsoft form link is provided for faculty to enter assessments. The data collected follows the data summary, reflection, and enhancement model that was entered into Nuventive's TracDat/Improve's system. During 2023-24 academic year, eLumen assessment features will be implemented to capture instructional SLO work.

## **Technology Committee**

This committee does the work it is charged with, we are advisory to college council. We regularly review goals and track progress towards goals. We have standing updates from various areas, which keeps information flowing. We have great open dialogue with ETS, which really helps give us input and vice versa. We can continue to strive to meet technology goals and fulfill role as committee.

## **Resource Allocation and Program Planning (RAPP)**

RAPP focused on a consensus-based decision-making process that gave a voice to its representatives from varied constituencies as well as members of the public. There was insufficient time to address all tasks this year. We should explore implementing several retreat days throughout the year to facilitate committee work on more complex or work-intensive items. Rapp could also explore establishing standing sub-committees for specific topics. RAPP continues to examine and refine its timeline, practices, and policies in response to direct experience under this new model for shared governance. RAPP needs to continue to look at the roles of the tri-chair duties and responsibilities and how they are spread out.

**Question 3. Reflecting on your groups' ability to disseminate information to its stakeholders, what are some strengths and weaknesses in regards to ensuring that all stakeholders are informed of the committee's activities, processes, policies and decisions? How can you improve your process for information dissemination next year?**

## **Academic Senate**

Strength: Report out form during meetings biweekly Strength: Senators sending out highlights to their constituents after the meetings. Weakness/improvement: Identifying and strengthening lines of communications between Senators and their constituents, as well as through a widely distributed newsletter that is sent more regularly. Strength: Newsletters and email announcements that go out to all faculty. Weakness/improvement: Disseminate information at In-service for all counselors to be aware of any important information.

## **Art on Campus**

The committee's information has been distributed by a college web page that is updated after each meeting. Information is also distributed to stakeholder groups by the members of the committee. This provides information to DASG, Classified, Instruction, and Facilities. The process for information and dissemination can be refined and improved next year by initiating regular reports to these groups. It is also hoped that the issue of providing a budget for the committee will prompt discussion of the value and progress of the committee's work.

## **Budget Advisory Committee (BAC)**

The committee has a website where agendas and notes are posted. Handouts are posted to a SharePoint site where members can collaborate in real-time or when meeting with their constituent groups. Emails are sent with timely information for current topics e.g., stage budget, Bond news, etc. and links are posted to the website. Members make regular updates to their constituents. The main challenge of the committee continues to be members' time to attend meetings & report back/gather feedback from their constituents. Continuity of members has been a strength due to the amount of detailed information needed to be an effective member. Changes in membership allow for equitable participation, however, the learning curve is steep and fiscal agenda items tend to be time sensitive. The committee will add a student mentor for student representatives.

## **Classified Senate**

What is working so far

We have a reading list of 200 + classified professionals

We have now professional email identity [classifiedsenate@fhda.edu](mailto:classifiedsenate@fhda.edu).

Newsletter

The survey regarding the inventory of current classified senate participation (Lisa Ly)

Another survey in development regarding the impact of the megaproject at De Anza College (Tina Lockwood)

Website (Juan Diaz, Adriana Garcia)

Having meetings on consistent dates and times

Our professional development and other activities have kept our constituents informed and has improved morale

Consensus based decision making is working

Recommendations

We need email to work consistently. So far, some people are not receiving emails from that email address.

ETS has been in communication with CS president and have not found a solution yet. Solution per ETS- do not email more than 500 in an hour or 1000 in a day.

Update website Thursday or Friday before the Tuesday senate meetings

Have senate executive team meetings in between classified senate meetings

Stretch out of your comfort zone and build community outside your department, division, your office, or micro space/silo.

## **College Council**

Draft notes are usually available one-two days after the meeting so members can share the notes with their constituency groups -- they are then approved at the following meeting and posted with any updates. The committee report outs within the agenda is an opportunity to share information and provide a resource for the dissemination of information. Ensuring that websites are up to date and serve as a valuable source of information on college operations. Members sharing information with their constituency groups through various means such as weekly emails and sharing of the notes from the meeting.

## **College Planning Committee (CPC)**

The committee maintains a website which includes the charge, membership, important documents and graphics pertaining to the planning cycle.



## **Curriculum Committee**

We are good at the communication stream from the curriculum office to the committee to the Deans/Chairs. We are working to improve the process of review and iteration within eLumen. We need to develop more robust communication lines between initiators and reviewers. The time required to review requisite matrices, for example, has increased significantly due to more complicated communication through eLumen. What can be done to support the dissemination of information to the individual contributor level? We should encourage curriculum to be a standing item at department meetings, chair meetings, and a regular feature at Academic Senate. Building in redundancy for communication streams is important.

## **De Anza Student Body (DASG)**

Strengths: - Effective use of social media, particularly Instagram, for disseminating information to students and the community. Weaknesses: - Ineffective communication with students, requiring improved modes of communication and increased engagement. - Lack of in-person on-campus presence, particularly important for a commuter school. - Limited reach within social media platforms and the need to align content with popular trends. - Unawareness among students about DASG's activities and insufficient promotion of events. Proposed Improvements: - Implemented paid positions in Marketing with clean-cut job duties to enhance communication and consider student perspectives. - Evaluate successful communication methods used during the pandemic (such as Discord, newsletters) and combine them with in-person strategies as students return to campus. - Avoid jargon and provide explanations for abbreviations to ensure accessibility for the student body. - Increase outreach and personal interactions to improve information dissemination. - Foster a stronger connection with students, making them feel involved in the decision-making process. - Incorporate speeches and presentations in front of larger audiences on campus, supplementing digital communication efforts. - Maintain timely updates and produce information consistently for effective communication. - Enhance targeting and engagement strategies to ensure information reaches the intended audience and encourages real engagement.

## **Equity Action Council (EAC)**

We do not have some departments and or programs represented in EAC. People who typically do equity are already in EAC but may need to look at other departments to recruit and diversify EAC.

## **Student Learning Outcomes (SLO) Committee**

SLO Core Team has taken an active involvement in Program Review making SLO assessments a point of decision making for resource allocations. SLO Core team (Coordinators plus Academic Senate President or designee, Institutional Research Director, Curriculum Coordinator and Director of Professional Development) plan to be active participants in Resource Allocation and Program Planning Committee, Curriculum Committee, College Council, Guided Pathways, and Technology Committee. Minutes of meetings are posted on SLO Website. Current Course Student Learning Outcome statements are posted on the SLO website. Current and archived assessments are posted on the SLO website.

## **Technology Committee**

Committee updates are reported to other governance groups like classified, student, and academic senate. Ahead of meetings, tech committee updates are added to a communal document for different governance groups. These are later discussed at meetings. DASG has shared governance reports at each meeting. The website is consistently updated. When urgent items, like the tech survey, needs to be put out it is mentioned

in Quick Notes. Next year, we can continue our practices and keep everything up to date. Two way communication is critical to our success.

### **Resource Allocation and Program Planning (RAPP)**

RAPP communicated out mainly through the actions of its membership, leaving the responsibility to relate information to them. It may be helpful to publish a regular newsletter of the results of committee actions as well as upcoming topics for discussion in order to better facilitate this communication.