

How to encourage and support staff and faculty involvement in councils and committees.

Summary:

The survey provides suggestions on how the college can encourage and support staff and faculty involvement in councils and committees. It notes that there needs to be more involvement from all constituent groups on campus, as there are often the same people participating, which can lead to stagnation and lack of diverse opinions. Suggestions include better follow through from co-chairs on requested agenda items, clarifying processes for providing input and feedback, establishing new member orientations, limiting the number of groups one person can chair or represent, providing compensation for time served, increasing communication about the governance process and how to participate, streamlining the number of groups, ensuring everyone has a voice, requiring all groups to post agendas and notes on SharePoint, make accessing the information easy and engaging, designating professional development time for governance participation, highlighting committee activities, and creating onboarding activities to introduce new hires to the committees and councils. It also suggests that involvement in multiple groups helps provide a fuller picture of college-wide discussions.

Comments:

1. It should be part of the onboarding process to discuss and encourage participation in councils, committees, subcommittees, and taskforces.
2. Management should encourage employees to participate in councils and committees, even attend if they are not formally elected to be on the committee. I think it should be something every employee should have the experience of attending.
3. Make it easier for everyone to know what is happening at councils and committees - a news feed with quick updates, a newsletter, a monthly summary. Something that makes it easier and more motivating to know what is happening. Telling people to go look at notes on the Sharepoint site is not motivating or engaging.
As a new faculty, college council is totally foreign to me. It would be great if our training covered a bit more of this; however, the sheer volume of information provided in the short training window makes it difficult to remember much of anything that was provided.
Ask all councils to report out activities at least twice a semester. There are actions taking place at SSC that no one has heard about
Better job informing staff about the governance process, how to participate, where to find info, how to get involved, and have support from management to participate.
By offering all meetings via Zoom, so everyone can participate or listen in to discussions.
Develop a committee opening posting. Promote committees to engage faculty and the entire college. Continue to highlight the activities of committees and councils.
encourage staff faculty and students to sit on committees.
Ensure that everyone has a voice, we were stronger in this regard however over the years this seems to have lessened. Also, there exists a perception (promoted by some administration) that the current governance structure is undermined by faculty--this needs to stop. Similarly, if some

faculty take a similar stance and promote negative perceptions about admin, this needs to stop as well.

Follow through with actions.

Follow up needs to be better at times from Co-chairs when agendized items are asked for, a reasonable timeframe needs to occur of not more than two meetings for a council or 1 meeting for a committee unless otherwise explained to the council or committee. Over 4 council meetings or two committee meetings is too long for a topic to sit in a parking lot and not be presented on and or discussed.

Have fewer councils/committees, combine like with like. And each should have a planning meeting as the second or second to last meeting to plan for the next term. This may help to provide a vision as the review of the charge can get static or non-existent.

I am excited for the who/when/modality meetings of committees site goes live so I can effectively learn more about where and when committees meet. I might also suggest a "recommendation box" so that based on a word or phrase, I can find a committee or council that can help me.

I do not believe councils/committees are widely advertised on campus. It would be great to have information about the various options available, and an open invitation to participate.

I do not know where this share point is located. Have I missed an email or announcement about this? We are extremely busy in my department. I know that the supervisors in our office go to meetings, but we are not informed about what happens at those meetings.

I have been teaching at the college for 7 years now, and one thing I have learned is that the more committees you serve on, the more you feel you know about college-wide discussions. It usually takes being on 2 to really have a whole picture. If you are on at least 2, some of the information you receive on different committees overlaps, which not only helps you remember it, but also at times gives you the same information from 2 different perspectives.

It seems like more should be done to enforce committee service.

I have been thinking a lot about workload at the college and what the college really needs for all of us to work together effectively, and a suggestion I have would be rather than have us randomly choose 36 hours of PD, designate our PD in the form of duties related to : Program Review, Annual Reports, Inputting SLO's, and Committee Service. These duties easily take up 36 hours or more.

I think people get overwhelmed and are not exactly sure what the required aspects of this job are, and there is conflicting messaging.

Also, if you want cohesive teaching, messaging and implementation of policies across campus, make all faculty full time. There is no way to absolutely ensure that part time faculty are aware of or participate in shared governance.

I think the number of committees/councils is about right, but if there were to be a change, it would be better to contract than to expand further. I suspect we're about at the edge of having the complement of students, faculty, staff to keep the system going.

I also note that there was no question about students serving on committees—they are a REAL strength, in part because making sure they understand what is being discussed provides a nice way to make sure all members understand what is being discussed, especially when a member might not want to admit that they're confused or lost.

Increase broad communication to those faculty who are not as engaged in councils and committees or who are involved in committees that do not seem to be connected to a college-wide councils and committees program.
Less councils and committees would streamline the dialog and processes.
Limiting the number of councils and committees one person can chair/represent their shared-governance group.
Make sure that CSEA staff have the opportunity from their supervisor to attend and freely participate in meetings.
Many of the councils and committees are held during my class time. More committees could offer meetings in the morning, evenings, or on Fridays. Schedules could be sent to new faculty and support staff.
Maybe a quick view - Council & Committee crosswalk - typical council/committee topics and a...
Link on portal or AHC website with the council & committee details: co-chairs and contact info, members names and contact info, date and time of meetings, easy link to Sharepoint with agendas and notes.
Need more involvement from all constituent groups on campus. We have a lot of the same people participating. Not sure if this is due to apathy or lack of enforcement of contractual obligation, but this leads to stagnation and lack of diverse opinions on the councils and committees.
not all councils and committees post their agendas and notes on SharePoint. ALL should be required to do so.
Offering a training for college stakeholders to educate constituents about how to engage within the shared governance framework would be beneficial. Processes for feedback, identify committee points of contact, frequency of meetings, and best practices for how to propose / provide input on discussion topics for each committee / council should be clarified. New members to councils / committees might also benefit through a new member orientation with their respective committee to help with onboarding and establish goals / responsibilities of each body.
Pay for the time served. If a member is non-exempt, consider an additional stipend instead of just making it part of their day. Encourage all members to respect each other's expertise, regardless of where they fall on the org chart.
Streamline them. Far too many with seemingly similar tasks and functions.
The college could create a committee and councils introduction to new hires across all groups. A once a month on-boarding activity for all new hires could include a segment about the types of committees and councils at the college and why we would like to have people participate.
The structure provided by the CCPD is important to campus climate.
The struggle is often that the same people are always on all the committees so it often the same voice. Also some voices are very "loud" and don't listen to others. Provide a way for others to participate without having to battle for space on the floor.
There are strong voices in many of the councils/committees. Sometimes the strong voices create an atmosphere where it does not feel entirely safe to share freely (safe = comfortable) and therefore I am not sure everyone who would like to speak up does so. I am not sure how to mitigate this, but it is something to be aware of.
Track faculty college service, publish an updated calendar of when all councils and committees meet that is easily accessible, remind or share where notes are located

We need to know what the councils are, first of all. Second, what the councils do, how much time it entails, what our responsibilities are etc.

Suggestions for improving the current council and committee structure to support decision-making.

Summary:

The survey provides suggestions for improving the current council and committee structure to support decision-making. One suggestion is to have a large meeting where all decision-making groups can be present at one time to learn about new initiatives, discuss, and approve/deny as needed. This could help reduce the time it takes to get an initiative through the shared-governance process. Another suggestion is to consider where functions overlap between groups, bring those people together to collectively decide where decisions should be made. More transparency is also suggested, potentially through a campus newsletter that outlines the highest priorities set by each committee.

Other suggestions include having less councils and committees, reducing redundancy, limiting people to only serve on one committee to allow more opportunities for others, and implementing more rather than just discussing. Scheduling all council and committee meetings at the same time could help with meeting fatigue and allow more opportunities for broader participation. Standardizing meeting times could also make it easier to schedule campus-wide events. More accountability is suggested to ensure the implementation of decisions rather than just discussion.

Updates could also be provided in newsletters at the beginning of each semester regarding what each council and committee has done and plans to do.

All the councils and committees should meet at the same time, forcing people to be only able to attend one meeting and not sit on multiple councils and committees, thus allowing more opportunities for others to be more involved. This would help free up schedules and make it easier to schedule other important events for people to attend and would help with meeting fatigue. Councils and committees that have overlapping functions should be combined, reducing the need for so many. Having meetings all at the same time would also allow all the committee members the opportunity to be together, for one big meeting. This would help expedite items that need all councils approval. Instead of having someone take an item to each council, functionally taking the entire semester, it could be done at one meeting. Additionally, there needs to be a shift so that councils and committees are held accountable for implementation efforts. There is a lot of talking, debating, decision-making, but there is no mechanism for implementation. It was suggested at planning retreat that the CCPD add an I for CCPD-I for implementation.

As the number of councils increase, so does the percentage of unneeded bureaucracy at the college.

co-chairs are equal in the role and all co-chairs understand that councils & committees are not directed by administrators - it is a shared responsibility.
Consider reducing councils/committees or frequency of meetings
Consider where functions overlap. Then, get all of those people together to collectively decide where those decisions will be made. Currently, it seems like overlap is handled by simply disregarding one or more groups.
Develop multiple ways of communicating decisions.
Ensure that everyone has a voice and is able to shape the council and committee agendas and goals. Currently, it seems everyone on councils and committees rely solely on the admin chair, when they are co-chairs (faculty and admin). Also, co-chairs need to continue to ensure that all members, especially students and classified staff (i.e. all constitutions) feel empowered to contribute. I believe we were stronger in this regard however over the years this seems to have lessened. Also, the reporting back of what happens to constituent groups needs to improve. And, representatives on councils and committees need to ensure that they bring to councils and committees what their constituent groups feel needs to be addressed. Again, this happened more in the past and needs to improve in the present. Often it seems like members of councils and committees vote and take action without considering the will of whom they represent.
I think transparency could be improved (that's true everywhere). I suggest: because each council/committee begins by setting priorities for the year, perhaps the PIO Office could put together a campus newsletter that brings together the highest priorities of the committees for distribution some time in October.
I would like a super-meeting where all decision-making groups can learn about new initiatives, discuss, and approve/deny, as needed. Hopefully, this would reduce the time it takes to get an initiative through the shared-governance process, so more projects can be implemented.
Just a thought - consensus is a long long process sometimes. To make some of the decisions more efficiently, it may be helpful to just vote.
Less councils and committees
less meetings more implementations
Less meetings, more implementing, reduce redundancy, can't serve on more than one committee - gives more opportunities for others to serve, more transparency or ways of knowing what's being talked about, decided on, and how it is being implemented. Create blocks when councils meet all the same time. If we built a two-hour block into our scheduling system, we could actually block off the alternating weeks for taskforces, subcommittees. You could also expand involvement by holding the meetings in Zoom friendly rooms where participants could zoom-in to listen if they couldn't attend in-person. This would reduce the number of hours people have to be in meetings throughout the week, free up time for faculty and staff to participate in student-centered events and activities, and standard the times of the meeting to make it easier to schedule campus-wide events and get participation.
Maybe when making a decision about a group or committee listen to the people on the committee and not just the opinion of VPs or "campus leaders" who don't know they are even talking about but feel that they should be in charge.
Perhaps a third-party noise audit could be done to assess how decision-making could be more streamlined/less noisy.
Since this is all new to me I will spend a few minutes here and there to try to inform myself before suggesting anything.
Take institutional priorities seriously and commit to them. Encourage accountability of councils and academic senate to accomplish institutional priorities that fall in their purview. And make

the resource allocation process clear and obvious. As it is, there is no clear connection to money and priorities. Why are we building a Pride Center and not a Latino/Chicano center? There are more Estudiante chicanos than LGTBQ students. Or why not a Humanities center like the STEM Center?

The Academic Senate Leadership creates hostile working relationships on campus.

The CCPD should be reviewed and updated to be reflective of current practices OR should be reviewed and practices should be reflective of what is in the CCPD. There are also too many committees with redundant membership and high meeting frequency which can make effective participation difficult.

We have so many newsletters but nothing for councils or committees on updates. This can be done at the beginning of each semester with info gathered from the planning meetings. What was done and what does each plan to do...