

**Academic Senate
Shared Governance Committee Review**

Committee	Purpose	Significant Findings	Impact on Curriculum Students Faculty Budget	Recommendations	Implementation Strategies
Matriculation	Review/recommend all matriculation components/budget. Review Matriculation Plan. Recommend/refer assessment policies/issues to curriculum, academic senate & admin. Review plans/reports.	Faculty participation. Sporadic meetings & lack of member participation in past years. Collaboration for new Electronic Assessment. New leadership by Admin. & Faculty. Committee mandated by TitleV	Significant impact on: students, faculty, staff, budget and enrollments. Placement in English, ESL & Math courses. Impact on counseling/advising services. College receives \$ for matriculation services & staffing.	Revitalize/re-energize committee. Committee needs to be action/results oriented. Restructure committee meetings to be more productive. Assess & Report Outcomes. Continue Collaboration Subcommittee of Enrollment Management	Consult w/ Senate to appoint faculty. Select /faculty & Admin co-chairs. Collaborate w/ faculty on all matriculation components. Submit yearly report to Senate. Provide clerical support.
Student Policy Review	Recommend policies/regulations that affect students. Recommend student standards. Insure that the college complies w/ State student legislation.	Committee meets on a regular basis. Committee has recommended, updated, and developed new student policies. Committee is run effectively and works well. Counselor input needed No clerical support.	Impact on student enrollment, retention and graduation. Without clear policies, ie, concurrent enrollment, audit, attendance, etc. roadblocks exist for students. Some policies impact curriculum and faculty.	Revise membership to include: Faculty from all Instructional Areas. Counseling Classified Senate Student Senate Assess/Report Outcomes. Subcommittee of Enrollment Management	Academic Senate to approve new membership. VP Student Services to Chair committee. Submit yearly report to Senate. Provide clerical support.

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Curriculum	Approve new courses; approve revision of existing courses; review all courses, degrees, certificates and graduation requirements in a timely fashion and be sure they are current with regard to state regulations, articulation and receive approval from the Chancellor's Office; determine courses appropriate for GE status.	<p>Review process is adhered to. Attendance is strong. Faculty leadership is evident. CurricUNET has been approved starting 2007-8 academic year and is anticipated to streamline process and be more accessible to faculty originators.</p> <p>Serious backlog of outdated curriculum exists. One reason is that many disciplines are understaffed so the burdensome process of revision and review does not happen.</p> <p>Student Learning Outcomes development is linked to curriculum but implementation is slow.</p> <p>The process itself is cumbersome; forms are not user-friendly; faculty participation is not always enthusiastic.</p>	<p>Impact on curriculum is self-evident. Courses must be current and high-quality to satisfy degree and certification requirements. Programs must be scrutinized to be sure that requirements are met and ancillary services (such as electives) are available.</p> <p>Effects on faculty: direct, since they are responsible for initiating process. Indirect, since these define courses and programs and (should) inform instructional needs.</p> <p>Effect on budget: variable; depends on facilities/supplies/equipment needs</p>	<p>Better training. Workload is heavy; more education is needed for committee members as well as faculty originators. Curriculum committee members can serve as "sponsors" for their division colleagues and help interpret and expedite the process.</p> <p>Incentives such as flex credit or stipends for adjunct faculty.</p> <p>More clerical support.</p> <p>Assess/Report Outcomes.</p> <p>Report to the Academic Senate as a committee.</p>	<p>Development of Curriculum Committee schedule for course revisions by sub-committee and deans based on a database that includes course names and date of last revision or creation provided by the OI. (Summer and Fall 07)</p> <p>Process of examining degrees to require a more advanced math requirement for graduation (required; Fall 07 for implementation in Fall 08)</p> <p>Revision of the catalog to eliminate all inactive or deleted courses, degrees, and certificates. (Fall 07)</p> <p>Commitment of funds and development of training opportunities</p>

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					<p>for committee members and faculty. (Summer 07 for implementation in Fall 07) Seriously examine flex credit or financial incentives for curriculum development. (Summer 07 for implementation in Fall 07)</p> <p>Planning, training, and implementation of CurricUNET (Summer and Fall 07; implementation in Fall 08)</p>

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Program & Services	To review programs on a five-year cycle: examine curriculum, majors, facilities and instruction. Make recommendations for future needs in this area.	Committee has not met since spring 2005; was disbanded by mutual agreement to attend to accreditation process. Committee was supposed to regroup this academic year but has not. Administration co-chair admits that process is not tied to budget nor Educational and Facilities Master Plan. Identity of faculty co-chair is unknown; faculty participation has been mostly absent for some time. Process is considered ineffective because program reviews are received, but no formal response is provided to the faculty and recommendations are rarely implemented. An exception is the hiring of a biology and chemistry lab technician.	All of these components of programs are analyzed by discipline faculty and recommendations are proffered (by the discipline faculty, not the committee). These reviews should be closely tied to curriculum, facilities and hiring decisions but are not.	A self-study tool was revised in 2004 and seems to be a good outline for analysis. It contains both qualitative and quantitative components. As faculty we found it a useful exercise in learning about the discipline and the data sources at Hartnell. In its current formulation it is otherwise useless, and will be as long as the process is not tied to planning or budget decision-making. Assess/Report Outcomes. Reconstitute this committee to include Accreditation as a subcommittee of this committee.	Submit formal written evaluations/review of the program review document to discipline faculty, including suggestions for implementation of recommendations. Process should be integrated into budgeting and planning. Program review is conducted on a five-year cycle; progress reports should be solicited and reviewed in some way (progress not only by the program but of institutional support).

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Diversity	To monitor the progress of the college toward achievement of institutional goals and objectives regarding diversity. The committee will also ensure implementation of college-wide activities to enhance understanding of human differences and develop a positive campus climate.	Committee originally worked to ensure college met legal requirements. When requirements changed, committee focused on planning campus events promoting diversity. Role of committee now needs to revert back to original intent.		<p>Re-examine purpose and mission.</p> <p>Link activities with appropriate campus decision-making bodies.</p> <p>Delete this stand alone committee and incorporate diversity into all campus committees.</p>	

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Full Time Hiring	Recommend positions to be advertised to the Board.	Not connected to budget or long range planning. Recommendations skirted by president. Positions sent forwarded to president unranked. Strength: When faculty were serving regularly the group looked at the needs of the college as a whole.		Must be connected to budget and planning process. Ranked positions should be accepted by president. Assess/Report Outcomes. Report to the academic senate as a subcommittee.	Develop a matrix for decisions, i.e., criteria for approval, resources for positions, and communication process.
Tenure	To review the evaluations of probationary faculty and make recommendations.	Strengths: evaluation process and data/information collection. Peer to Peer. Weakness: training of peers and deans. Timelines.		Training for Peer Evaluators and Deans. Focus on contract language for faculty evaluations. Re-look at timelines for evaluations. Assess/Report Outcomes. Report to the academic senate as a subcommittee	Work w/ faculty union to develop: remediation strategies/plans, training issues, timelines, criteria for evaluation, etc.

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Sabbatical	Recommendations to include tie-in to the Educational Master Plan and budget process.	No development since Feb. 2002, a letter of discontinuance by the President ended sabbaticals. Suspension due to budgetary issues. Hardship on individual departments to fund replacements.	Difficult for faculty to attain advanced degrees if physical presence on a campus is required.	Sabbaticals need to be tied to budget and resources planning. Assess/Report Outcomes. Report to the academic senate as a subcommittee.	Senate needs to evaluate this committee for long term goals.
Staff Development	Professional development for faculty and staff. Overseeing the Human Resources Plan to assure it adequately addresses all sectors of the college.	No consistent coordinator does not tie into the Educational Master Plan. No long term goals, tightly focused offerings in areas that include all constituents. A three year plan for development and implementation. Needs to have Robert's Rules stressed and formal communication disseminated to the campus.	Coordinator receives release time; the department has to pay the difference and then needs to hire a part-timer to replace the faculty member.	Sabbatical could be tied to Staff Dev. Funds. Release time could be applied to the faculty member for developing curriculum, slo's etc and that funding coming from Staff Dev. Funds. Funds are sent back to fund 11-12 if not used. (carried over to next year) Report to academic senate as a subcommittee.	Committee needs to decide how to disperse funding and not leave it to the director or coordinator or director of HR.

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Facilities Planning				Combine the facilities committee w/ the Technology Master Planning Committee.	
Career Preparation		Committee has not met in the last 8 years.		Delete Committee	

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Accreditation	Oversight committee to prepare the self-study. It develops a timeline and reporting structure for the self-study. Ideally the accreditation standard subcommittee should send product to the steering committee. Initially functioning but then broke down.	Difficult to say because of the work to contract. It was not representative because it did not function. In the best of situations it should work.	Significant impact. Accreditation is a mandated issue, self-reflective, self-analysis. Directed toward corrective action. It makes appropriate recommendation for growth.	The model has merit but it must be fully operationalized to be effective. Assess/Report Outcomes. Sub committee of the Program & Services Committee.	Must meet regularly to be a working task force.
Enrollment Management	Review and recommend ways to achieve and maintain the optimum recruitment, retention, and graduation rates of our students. Reviews and recommends retention and persistent strategies such as schedule alignment, organize students into cohorts, offer full student	Responsibility for enrollment management begins with the campus president and extends throughout the institution, with the involvement of faculty being of critical importance. The ad hoc EMT committee has developed a shared governance committee	Significant impact in all areas and especially with a need to address enrollments. The committee has been an ad hoc committee with volunteers to provide some response to declining enrollment. It has become even more important with the current budget situation to increase enrollment as accurately as possible	Move to a shared governance committee with buy-in from the President, the VP of Student Services, the VP of Instruction and the VP of Finance. Add Matriculation and Student Policy Review as sub committees of Enrollment Management.	This committee has been approved by the Academic Senate, the Classified Senate, the Student Senate, and the College counsel. It needs to be approved by the Board of Trustees to implement.

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	support services, tutoring, counseling, etc. Produce the college's Enrollment Management Plan on a biannual basis. Control the size of enrollments through a better understanding of the factors that influence enrollment,	to bring all parties to the table and address enrollment in a systematic way.	with available resources and to increase access to the college through measures that shorten time to graduation, increase student unit loads, and generally facilitate students progress to degrees.		
Student Learning Outcomes	The purpose of the SLOA committee is to facilitate the process of developing and assessing student learning outcomes at Hartnell College. In doing so, training and workshops are provided to faculty and staff.	Meetings need to be increased. One per month is not adequate at this point in our stage(s) of development. We need institutional support in the form of note taking at meetings. Membership has changed due to a variety of reasons.	There is a direct link to curriculum, faculty and students in that all 3 are stakeholders or elements of the process. Faculty must be involved in that is they or create, assess and analyze the SLOAs. Students are impacted in the sense that they should know the expectations of what they will walk away with once the class is over. If the SLOs don't	Training for the coordinator and committee members. Some of the members who received training early on when monies were available are gone. Receive shared governance status – this is almost complete. Coordinator needs to go through classified & student senate for their	Allocate institutional resources both financial and staffing. This should be driven by the Office of Instruction.

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		<p>Committee began as a workgroup (volunteer basis). People dropped off during the work-to-contract/strike period. We still need to fill seats so that all areas are represented. In addition, members need training.</p>	<p>exist or aren't accessible somehow then they aren't aware. Curriculum of course is impacted because the SLOs are generated and driven by the Content/Objectives on the course outline. In addition, all incoming curriculum starting Fall 2007 must have SLOs attached to the course outline.</p>	<p>approval and then it goes to College Council. Assign clerical or classified staff to take notes and do minutes for meetings. In addition, they may end up assisting with all the tracking and documentation that needs to be done for the probation recovery effort. Report to the curriculum committee as a subcommittee.</p>	

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Budget	Make recommendations about allocating resources to fund planning, budget augmentation requests and block grant funding and insure that these implementations are in compliance with the Educational and Facilities Master Plan.	From the inception of the committee in 2000 through the accreditation report 2006, the budget committee only dealt with block grant augmentation requests. In February 2007 the committee opened up to complete budget augmentation requests but far too late to do any responsible budgeting analysis of the status quo.	The committee has an indirect affect on Curriculum and Students.	The new spirit of the Budget Committee has to be a long term commitment, not a short term show for the accreditation committee. A true shared governance approach will develop the trust that needs to be created in the financial decision making process. The committee needs to reorganize and change from trying to be a driving force to one that supports the decisions made by the Institutional Planning Committee in preparation of the Educational and Facilities Master Plan Reconstitute as a subcommittee of the Institutional Action & Resources Committee.	UNKNOWN: There needs to be a planning committee established that creates the priorities and the needs of student success, the curriculum needed to support this success, the faculty to support this curriculum and a staff and administration that support all the above needs.

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Institutional Planning	To ensure that the college engages in systematic and integrated educational, financial, physical and human resources planning and recommends the changes to improve programs and services.	This group evaluates itself as a facilitator rather than a driving force. All the pieces are there for this to be the driving force in bringing all aspects of planning and support under their direction but they shy away from that leadership.	As a planning tool and as well as this committee is organized it has the ability to affect all areas of the school.	Take a leadership position rather than a facilitator position. The committee has strong leadership and enough diversified abilities to lead this college out of its present difficulties. It needs to be given the power it needs to be respected Reconstitute this committee as the new “Institutional Action & Resource Allocation Committee”	The campus needs one committee, represented by all constituents, to lead it into the future. The committee needs to return to the shared governance process used in 2000 to create an outstanding Educational and Facilities Master Plan and the other committees need to take their place in supporting this plan.

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Technology Master Planning	<p>The purpose of the committee is to plan for technology implementations. This is accomplished through a number of means; the most visible being the development of a Technology Plan.</p> <p>A second example that this committee (subcommittee) has helped produce was the Distance Learning Handbook</p>	<p>The Technology Plan is not incorporated into the budgeting process.</p> <p>Committee's technology plan was partially executed in the development of the new LRC. It was also implemented in the EIS system. It is also seen implemented in smart classroom development.</p>	<p>In the last five years the College has increased the students registering for classes through a technology from about 45% to over 90%. The developed EIS system provides real time data on student retention and persistence. The EIS system is also the principal way data is provided for academic program review. Committee supports the use and development of all academic technologies. The Committees accomplishments were cited in the last two accreditations as strengths. Committee planned technology provides efficiency and cost data on all course offerings. Its also provides all the</p>	<p>Increase faculty participation. Link the Technology Plan with the budgeting process. Assess/Report Outcomes. Reconstitute this committee to include facilities planning as a subcommittee of this committee.</p>	

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			underlying technology used to manage the college.		

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