<u>**2013-2014 Narrative Evaluation of Shared Governance Committees**</u>

Based on the external evaluations, it is clear that most committees are quite effective. These committees met regularly during the year and meetings for most committees were well attended. They had agenda items that were consistent with their charters and the College Strategic Master Plan. They made recommendations to College Council that resulted in decisions based on shared governance. Some committees functioned primarily as forums for information, discussion, and planning. Several of these committees were involved in planning college-wide activities such as training workshops, student events, and campus policies; while they reported regularly to College Council, they did not bring action items forward. All committees have made it a priority in working on accomplishing their goals as set in last year's evaluation recommendations. All committees have been commended for the excellent work that took place this past year (see below).

Shared Governance Committees still need to work on several items as a whole:
1. Keep membership current and recruit members on or before Flex Day in the Fall semester.
2. Post all meeting documentation such as agendas and minutes online in a timely manner.
3. Make sure that meetings are attended by members (including ASO) on regular a basis and a strict 3 absence policy be enforced by committee co-chairs.

Committee	# Fall 2013 to Spring 2014	Average # of Members per Meeting	Average Number of Attendees per Meeting	Regular Reports to College Council	Recommendation or Action Items to College Council
B&P	10	10	11	yes	yes
EPC	15	14	18	yes	yes
SSS	10	7	7	yes	some
TC	6	7	7	yes	some
PDC	8	8	9	yes	some
FPC	11	8	11	yes	some

General Suggestions for Improvement of Shared Governance Committees:
1. Committee Reports to College Council and self evaluations should be posted on the SGOC site.
2. All websites for each committee should be consistent.
3. All Agendas and Meeting Minutes should be a template that all committees use.
4. SGOC and Committees provide training workshops to new members.

Summary of External Evaluations of Los Angeles Mission College Shared Governance Committees

Committee Summaries:

The Budget and Planning Committee met 10 times in 2013/14 and reported regularly to College Council. The website for the committee was updated form the last review and is well organized. There are useful links to areas like Program Review resources for easier access. It is advised that the Meetings table area of the site needs to be current or deleted to make it clear to guests and members when and where meetings will take place. 3 members will be terming out this year and will need to be replaced by Spring Semester 2015.

The Educational Planning Committee (EPC)
EPC met 15 times in 2013/14 and presented reports to College Council at each of those meetings. 5 members, including the Co-Chair are terming out this year and need to be replaced.

Accomplishments last year include: Modifications to Program Review screens/process. Conduct comprehensive Program Reviews as scheduled. Oversee completion of the PACE viability process Revise the Viability Process. Develop a Distance Education Plan Institute a shared governance review of Academic Affairs budget prioritization.

This year the committee will complete a review of Academic Affairs budget prioritization for the first time. It is advised that the EPC gain for members because committee will take on rewriting the Educational Master Plan as well as it's other ongoing activities.

EPC has given the suggestion of creating an updated organizational chart showing tasks assigned to the various committees and the connections between those committees would facilitate broader understanding of shared governance and would be useful in educating and training new committee members.

The Facilities Committee
The Facilities committee met 11 times in 2013/14 and all reports and attended each College Council meeting. The committee worked diligently on immediate problem solving for student success, improving conditions on campus, addressing WEC concerns, and adherence to campus policy.

It is advised that the committee make sure that all representatives attend meetings in a more regular manner. In the last year every meeting had an average of 4 voting members absent. Consistent absences will be addressed and members replaced if they cannot attend meetings.

In the Self Evaluation, the committee has stated that it needs to ensure new membership and this must be addressed at College Council.

The Committee will work on Prioritized Goals for the next year starting in October 2014.

The Professional Development Committee
This Committee works on organizing large professional development trainings that were well attended. Committee members have been actively participating in the work of the committee and collegiality events were well attended.
 Since 7 members are terming out this year it is advised that the committee seek out new membership that will be dedicated to working diligently on projects.

The Professional Development Committee currently lists events on the 1st page of their website. They also have useful links to forms and handouts.

In their self-study there were a few concerns that need to be addressed: Objective #1 states that we would be responsible for coordinating all professional development activities on campus. There are a lot of trainings planned without any coordination of the committee, and the general campus climate does not encourage professional development activities being organized by the Professional Development Committee. The committee would like to see this improved. Objective #5 has to do with the number of employees attending collegiality events. We will continue to work on planning events that build collegiality at LAMC.

Student Support Services
This committee met 10 times in 2013/14 and its co-chair attended every College Council meeting and gave a report. There was only 1 meeting where this committee did not have quorum. The membership of the committee is met, however, they feel that they could attain more goals if there were more members (at least 1). This is especially important due to continued work on the Comprehensive Program Review.

The main accomplishment for this year's SSS Committee, was the development and implementation of the Comprehensive Program Review for all departments of Student Services. This was a very big assignment but was completed in August 2014. The follow-up will also include the department assessments and then the new cycle that will begin in spring 2015.

For the upcoming year, the SSS Committee work "To provide information for students staff and faculty through media and technology."
 The committee will keep this as a goal for 2014-2015 and work with all areas in student services to review and revise all of their web pages that will provide this information.

Technology Committee
The Technology Committee assisted in efforts to draft a Technology Replacement Plan for the campus. The committee provided feedback regarding improvement to the college website with a an emphasis on the news and events page. They began to look into tying the Phone Tree into the website.

Goals this last year were to improve communication between IT and the campus community and improve technology training.

The committee will need a new Co-Chair starting next year as the current member is terming out. Also – IT needs a permanent representative to replace Hahn Tran.

In conclusion, the Los Angeles Mission College shared governance committees met and reported to College Council on a regular basis. Some of the committees such as Budget and Planning and Educational Planning made recommendations to College Council, which resulted in actions taken. Other committees served mainly as information or planning bodies and did not submit formal recommendations to College Council. While faculty, staff, and administrator participation in the shared governance committees was very good, most committees had limited student representation. The Shared Governance Oversite Committee will continue to monitor the effectiveness of each committee on an ongoing basis. Self-evaluations will take place every spring semester, and external evaluations will occur each fall. These evaluations will serve as the basis for recommendations for improvement of the shared governance process.