Committee Purpose Statement:
The College Council is an advisory body on college-wide initiatives charged with the following responsibilities: advising the President on institutional matters by providing multiple viewpoints; serving as the Steering Committee for both the Higher Learning Commission (HLC) Report and for Strategic Planning; monitoring the progress of the Operational Assembly, Academic Senate, and President’s Cabinet on the Strategic Plan; providing guidance to the various leadership bodies within the Governance Structure on accreditation matters; facilitating communication on institutional matters across its represented employee groups.

What were College Council’s Goals for the 2015-2016 Academic Year?

1. **Oversight**
The Council will continue to provide oversight for the Shared Governance model, the Strategic Plan, and the completion of HLC monitoring reports.

2. **Communication**
Through various means of communication the Council will increase the campus community’s awareness of the Strategic Plan’s content and goals.

3. **Assessment**
   a. The Council will assure that all groups included in the shared governance structure are assessing their work.
   
   b. In addition, the Council will develop a model to assess its own progress.

What were College’s Results for the 2015-2016 Academic Year?

1. **Oversight**
   **Shared Governance** – College Council engaged in discussions regarding the function of the revised model and/or feedback regarding its function at 50% (6 of 12) of College Council meetings in FY2016. Additionally, the Council assessed the model’s performance at the end of the year via two means: a committee chairperson questionnaire and the end of year survey. These assessments suggest that some changes still need to be made to the model to achieve the institution’s goals of promoting cross committee communication in a format that is embraced by the college community, particularly those engaged in its shared governance model. The college started its FY2017 year by discussing possible changes in depth at its annual retreat (July 2016).

Evidence:
- College Council Meeting Minutes FY2016
- Committee Chair Questionnaire Results Summary FY2016
- College Council Survey Results FY2016

Date: July 11, 2016
Strategic Planning and Higher Learning Commission – College Council engaged in discussion regarding the strategic plan at 75% (9 of 12) of College Council meetings in FY2016. While this is a decreased from FY2015’s 100% rate, the Council received direct updates from Action Champions on specific items within the plan at 50% (6 out of 12) of the meetings, which was a new endeavor for the year. Council members agree that this as supported the college’s planning efforts and results from the College Council survey reflect an increase in awareness of the college’s strategic plan focus areas over last year (discussed further under Goal 2).

The Council engaged in discussion regarding the HLC at 75% (9 of 12) of College Council meetings in FY2016, which is an increase over FY2015 (50%). Additionally, the Council discussed the assessment of business practices and policies, which relates to an HLC monitoring report, at 75% of the meetings (9 of 12). However, the Council’s survey results still reflect a low level of awareness regarding the college’s next comprehensive visit, with only 36% of respondents able to correctly identify the month and year of the visit. These results suggest the need to communicate more broadly with the community about the upcoming HLC visit throughout FY2017.

Evidence:
- College Council Meeting Minutes, FY2016
- College Council Survey Results FY2016

2. Communication
The Council focused on increasing communication regarding the strategic plan by directly engaging action champions in College Council meetings through action champion reports and promoting communication regarding the plan through the shared governance structure. The College Council chairperson also included communications about the strategic plan focus areas during employee in-services, and a college council representative discussed the shared governance model and strategic plan at each new employee orientation in FY2016. These efforts yielded positive results; the College Council survey results reflected an increase of respondents who were able to identify all three focus areas within the institution’s strategic plan from 68% in FY2015 to 77% in FY2016.

Evidence:
- College Council Meeting Minutes, FY2016
- College Council Survey Results FY2016
- Employee in-service agendas and presentations FY2016
- New employee orientation agendas and presentations FY2016

3. Assessment
Assessment was a regular topic of discussion at Council meetings in FY2016, with discussion about the assessment of all shared governance committees and its own assessment occurring at 50% (6 out of 12) meetings. Council members created and distributed materials regarding assessment for the shared governance committees, including recommendations and templates. The success of these efforts was mixed. While the thoroughness and
completeness of some committee assessments improved based on the guidance, the Council did not achieve a 100% participation rate from the committees as of the date of this assessment (with 4 committee assessments outstanding). Based on these results, Council members agree that there was more work to be done around committee assessment and improving member buy-in to the process.

The Council did develop a structure to assess its own work, which included an effort to increase the response rate to its annual survey and again utilize the committee chair questionnaire to evaluate the shared governance model’s progress in year 2. The survey showed a much improved response rate, increasing the number of responses from 156 in FY2015 to 297 in FY2016. The Council also modified its committee chair questionnaire to assist in assessing the functionality of its shared governance structure and its assessment efforts. Feedback from the questionnaire demonstrated that some challenges remain in the college’s attempts to improve cross-committee dialogue within its structure, and that additional modifications to the structure are necessary to achieve this goal. Council members discussed and agreed that remaining rigid in the original idea of the structure might serve to frustrate its intended purpose; using the feedback from the questionnaire and college council survey, the council members discussed a variety of potential changes to the structure that could help improve its function in FY2017.

**Evidence:**

- College Council Meeting Minutes FY2016
- Committee Chair Questionnaire Results Summary FY2016
- College Council Survey Results FY2016
- Shared Governance Committee Assessment Guidelines and Templates

**What are Areas of Improvement/Changes to Consider for the 2016-2017 Academic Year?**

- Modifications to Shared Governance Structure designed to simplify process and improve communication flow
- Communication efforts in the fall about structure revisions
- Improve committee buy-in regarding assessment efforts
- Provide guidance to the Diversity committee as it evaluates its purpose
- Evaluate the College Council’s own membership and processes and recommend changes/improvements

*Date: July 11, 2016*