College Council 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 FY2015 Academic Year?

1. Oversight
   In addition to its own participation as outlined in the Shared Governance model, the Council will provide oversight, ensuring the new model is working as planned. The Council will also continue to provide oversight for both the Strategic Plan, and for the completion of monitoring report #1 for the HLC.

2. Communication
   The Council will develop an integrated communication plan with the goals of engaging and educating employees about the shared governance process and flow, the new Shared Governance structure, and the activities of the Council.

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

What were College Council’s Results for the FY2015 Academic Year?

1. Oversight
   Shared Governance – College Council oversaw the shared governance model by engaging in frequent discussions regarding the new model and making efforts to remedy problems as they arose during its first year of operation. The Council discussed shared governance and/or the new shared governance model at 75% (9 of 12) College Council meetings in FY2015 fall. Additionally, the Council assessed the model’s performance mid-year with a committee chairperson questionnaire and made changes at the start of the spring semester that were designed to address problems identified in the fall. Council members agree that the model is still young and will require continued oversight to ensure that it grows into a strong shared governance committee.

   Evidence:
   - College Council Meeting Minutes, FY2015
   - Committee Chair Questionnaire Results Summary

   Strategic Planning and Higher Learning Commission – College Council engaged in discussion regarding the strategic plan at 100% (12 of 12) of College Council meetings in FY2015. The Council engaged in discussion regarding the HLC at 50% (6 of 12) of College Council meetings in FY2015. Council members agree that its focus on the strategic plan and HLC has supported the institution’s
overall planning and governance efforts and focused the College Council on matters of import to the institution. However, College Council survey results also indicate that information regarding the strategic plan and HLC did not always reach the larger college community. Nearly 80% of respondents were not able to identify the year of our next HLC visit, and at least 32% of respondents were unable to identify all three focus areas within the institution’s strategic plan. These results indicate that the Council may need to consider targeted communication efforts for information to permeate the college community more broadly.

Evidence:
- College Council Meeting Minutes, FY2015
- College Council Survey Results FY2015

2. Communication
The Council formed a subcommittee to address the development of a communications plan related to the shared governance structure. The communication plan included targeted communications at the start of the year, including presentations at the faculty and adjunct faculty workshops, chairs and coordinators meetings, departmental meetings, academic senate, and employee orientations and in-services. Additionally, the College Council updated its website to streamline information provided and include information regarding the shared governance structure. The College Council survey demonstrated that these efforts yielded positive results, with 73% of respondents indicating that they had seen the shared governance model, and 50% of those respondents indicating that they had seen the model at a campus event, such as a workshop or an in-service.

Evidence:
- College Council Meeting Minutes, FY2015
- College Council Survey Results FY2015

3. Assessment
In its first year of requiring a formal assessment, the Council members focused on developing mechanisms for gathering data for its own assessment, including developing the mid-year questionnaire for committee chairs and substantially revising its annual survey. The Council found that the data produced by the questionnaire allowed it to be responsive to concerns raised about the shared governance model and make needed changes at the start of the spring semester. Additionally, Council members felt the data produced by the annual survey tool spoke more directly to the questions it needed to address regarding the achievement of its goals this FY and better informed its goal setting for the coming year.

The Council advised committee chairs to produce an assessment for their committees; however, it did not produce specific guidelines to provide the committees. Consequently, the assessment results received from the committees varied greatly in terms of format and thoroughness. Additionally, while it refined its assessment tools, the Council did not clearly define a formalized assessment process for itself. Council members agreed that it would be beneficial to establish some clear guidelines for the Council and the committees to help inform their assessment for FY2016.

Evidence:
- College Council Meeting Minutes, FY2015
- College Council Survey Results FY2015
What are Areas of Improvement/Changes to Consider for FY2016?

- Focused communication efforts related to the institution’s strategic plan
- Changed location and/or increased visibility for the College Council page on the institution’s website
- Development of assessment guidelines for the College Council and other shared governance committees
- Increased participation rate in College Council survey
- Improved attendance at Operational Assembly meetings

Date: July 13, 2015