



Program Review Annual Update

1. **Department:** Governance
2. **Reporting year:** 2013-2014
3. **Names of the individuals participating in the review:** Cheryl Aschenbach, Senate President, Academic Senators - Lisa Gardiner, Carrie Nyman, and Richard Swanson, Sue Mouck, Consultation Council Co-chair, Sophie Wages, Governing Board representative.
4. **Progress Report: Review previous IPR or NIPR and/or annual update. Describe progress made on any recommendations and any changes made within the program.**

Forward future recommendations for revisions to the institutional student-learning outcomes to the Governing Board.

- The institutional student learning outcomes are reaffirmed or revised annually and approved with the adoption of the Strategic Plan by the Governing Board in August.

Maintain the existing Academic Senate budget to include sufficient funds to cover the annual cost of sending a minimum of four faculty to a combination of the Fall and Spring Plenary Sessions, area meetings, and a minimum of two faculty to Curriculum and/or Faculty Development Training Workshops. *Not started*

- Enhancement request submitted to the budget process during 2010-2011 and 2011-2012 enhancement submissions and during the 2013-2014 ANIPR. This has been an on-going request that has not been addressed.

Develop budget line items for institutional governance and planning to include reassigned time, clerical support and supplies (\$25,000). *Not started.*

- Discussions will occur in 2014-2015 regarding this position

Ensure scheduling in a smart classroom or dedicate funds for the purchase of a portable projector for dedicated use by Senate. *Completed/On-going*

- All classrooms are now technology-enabled, so there is no longer a need for a portable projector.

5. **Outcome Assessment (SLOs/PSLOs/AUOs):**

- During the 2012-2013 year, there were no AUOs developed or assessed for governance.
- During the 2013-2014 year the AUOs were developed:
 - Ensure representation from constituent groups occurs within governance.
 - Ensure minutes are posted online within a timely manner
 - Continually review and modify the structure and processes of governance
- Initial assessment of Governance AUOs will occur spring 2014

6. **Curriculum:** N/A

7. **Program Emerging Needs Assessment: Describe needs that have developed since the previous review. Consider emerging needs in staffing, equipment, training, facilities, or funding, Include data sources in the previous item that support emerging program needs.**

- Increase funding to cover the annual cost of sending a minimum of four faculty members to a combination of the fall and spring Plenary Sessions and area meetings, and a minimum of two faculty to Curriculum and/or Faculty Development Training Workshops. (\$6000.00) [2012 NIPR]
- Provide funding for leadership development and periodic talent assessment workshops or surveys, such as “StrengthsFinder”, to utilize personnel talents optimally for governance (\$5000.00)
- Include training and awareness of participatory governance as part of the New Employee Orientation developed by Human Resources. This will educate new employees.

8. Progress and Reprioritization of Recommendations:

No Governance Prioritized Recommendations Requiring Institutional Action for Inclusion in Educational Master Plan, Facilities Master Plan, Institutional Technology Master Plan, or Student Services Master Plan.

Prioritized Recommendations Requiring Institutional Action for Inclusion in Comprehensive Institutional Master Plan

1. Recommend development of an information document, primer or FAQ about Board service and governance to be made available to the public and potential Board members.
2. Recommend review/update of the Board evaluation process instrument.
3. Explore informal Board mentorship by Board members for new Board members in addition to regular Board trainings conducted by the Superintendent/President.

Table 2. 2013-2014 Governance Prioritized Recommendations Requiring Institutional Action for Inclusion in Human Resource/Professional Development Master Plan

Strategic Goal	Planning Agenda Item(s)	Implementation Timeframe	Estimated Cost
3	Increase Senate funding to allow for travel to plenaries, institutes and regional meetings	2015-2016	6,000.00
	Include training and awareness of participatory governance as part of the New Employee Orientation developed by Human Resources.	2014-2015	none
3	Increase funding for talent assessment	2015-2016	5,000.00
1	Clerical support, reassigned time, supplies	2015-2016	25,000.00

Additional Information: Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.

- 2013-2014 LCC completed the separation and alignment process for board policies and administrative procedures in accordance with the California Community College League Policy and Procedure Service.
- Exploring means to promote improved utilization of the shared governance and collegial consultation process handbook.
- The 7th annual evaluation of the budgeting and planning processes was completed as schedule May 2013.
- The Governing Board completed its annual evaluation and reported the results in March 2014.
- The Governing Board continues to respect Academic Senate primacy in regards to the 10+1 as evidenced by receipt and approval of Curriculum/Academic Standards recommendations, faculty equivalencies, Instructional Program Reviews, and the standing Board agenda item for the Academic Senate president to address the Board.
- The presence of governance on the website has improved as evidenced by comprehensive Senate, Consultation Council and Curriculum minutes and documents available online as well as Board policies, administrative procedures, and Board minutes available online.
- Consultation Council meets regularly (3 times/month) and has regular participation from all constituent groups as evidenced by minutes.
- Academic Senate meets regularly (2 times/month) and has consistent participation as evidenced by minutes.
- The Board meets regularly (once a month plus workshops and retreats) and has consistent participation as evidenced by minutes and by never having had to cancel a meeting for lack of a quorum.