

Annual Governance Reflection – 2019-20

Since spring 2016, each shared governance group has been asked to conduct an annual reflection on its processes, through three targeted questions. The results of the reflections are published annually in the Educational Master Plan Update and help inform the college's planning processes. These questions replaced a previous Annual Governance Assessment Survey.

Question 1. Reflecting on the work of your governance group over the past year, how did this work help fulfill our mission, values, strategic initiatives, Institutional Core Competencies, and commitment to equity?

Academic Senate

Administrative Services Planning and Budget Team (APBT)

Last year, at the Board of Trustees' directive, De Anza had to reduce its ongoing budget by a total of \$6.3 million. The group spent the primary amount of their time on setting criteria and evaluating ways to meet this budget reduction directive. As well as referring to the college and team's guiding documents, the group also reviewed and approved the following documents during the year which assisted guiding the budget reduction decisions: - the Equity Plan; Updated Institutional Metrics including vision for Success Goals; the College Planning Committee Report on Student Equity & Achievement Program (SEA), and the college's carry-forward balance. The team also reviewed the profit and loss statements for the enterprise funded departments that provide core services to students.

Campus Facilities

In summer 2019 the Board of Trustees decided to permanently close the Flint Center for safety reasons, after carefully considering the testimony of 38 student, faculty and public speakers. The Campus Facilities team was asked to update the Facilities Master plan to include a statement about housing and an event space. Following the mission of the campus facilities group, the team reviewed and approved the update and presented the proposal to the other governance groups. The Campus Facilities team had record attendance of various campus groups including faculty, staff and students. In addition to the membership of the committee, at the May 5 and June 10, 2020 meetings; the mission of the committee was discussed with regard to recent bond funding, equity considerations and long-term recommendations for buildings and grounds that will impact students, staff and faculty.

Classified Senate

This year, the Classified Senate was able to take part in the search for a new college president by nominating six people to serve on the search committee. We also hosted the Classified Senate Constituency Forums for the finalists, which allowed Classified Professionals to participate fully in a process that aligns with our commitment to Shared Governance. In addition, the Classified Senate strengthened its commitment to our students via our Student Support Fund. Each year, a portion of our voluntary contributions is set aside to assist students. This year, we purchased sandwich gift cards from Campus Dining Services to distribute to Foster Youth. In addition, we were able to provide ten \$20 gift e-gift cards to Target for students who different groups identified with great need when Shelter-In-Place started. We also had active, consistent

participation in our Senate meetings by college administration and DASB, which brought a layer of transparency, equity and collaboration to our meetings and discussions.

College Council

College Planning Committee (CPC)

We used the mission, values and initiatives as the core of the SEA Program funding proposal and rubric. We expanded the voices of those who are able to speak to planning and equity funding by expanding the participation of the group in order to bring more transparency to SEA funding from cross-functional groups. Bringing equity to funding so that all groups were included in the process.

Curriculum Committee

Being responsive to the developing needs and multiple perspectives of the diverse community we serve, De Anza's curriculum committee is dedicated to maintaining a comprehensive and academically rich curriculum. The committee provides faculty with continuing assistance, support, and guidance – through work sessions, individual meetings, and consistent communication – in order to both create and review curriculum that ultimately provides our students with the knowledge and skills needed to transfer to four-year institutions, complete associate degree and certificate programs, and/or find rewarding careers through our CTE programs. With this end-goal in mind, our committee aims to ensure that every student is actively working towards a successful outcome. Our committee works to ensure students have the foundational knowledge and practical application skill set to be undoubtedly highly competent when entering their chosen field as well as develop their intellect, character and abilities. Student participation in our work further ensures our committee is considering their perspective while balancing our own values, initiatives, and commitment to equity.

De Anza Student Body (DASB)

2020-2021 Budget Goals, focusing on things outside the purview of the college, Advocating on issues for Community College Students off campus, Letters and Petitions for student advocacy in times of crisis (COVID-19, Black Lives Matter), Student Petition for classroom leniency and support of Black Live Matter movement, Student Participation in the president search process, Student efforts to change the mascot, Advocacy for student housing, Advocacy for increased student wages, Support the Bond and Parcel Tax campaigns, Increase participation in shared governance, Student participation in evaluating quarter vs semester system, Working on Student Feedback system to ensure student evaluation and protect students in cases of academic grievance, Compiling and Connecting Students to Resources, Engaged with students in meaningful ways and allowed them to have a platform, Resolutions in support of students, Actively promoting college/senate activities consistently on social media, Adding interns on an ongoing basis for different committees, Promoting DASB Senate throughout the year to increase student participation.

Equity Action Council (EAC)

The EAC has a strong commitment to equity, social justice and multicultural education and we channel the focus of this work through our charge. Inclusion and communication have been the cornerstones of our endeavors in advocacy and change for the campus community, particularly students. EAC values and prioritizes all student voices and we promote students in governance with two seats for the Student Trustee

and DASB. EAC is a model for the best practices for student voices in shared governance. The body engages with other committees, groups and individuals to promote support, engagement, and implementation of programs, evaluations, policies and procedures that align with the vision, mission and values of the college. This past year EAC worked with students, committees, governance groups and the wider campus to identify institutional practices that adversely impact marginalized students and has engaged these working groups to support inclusion, equity, social justice and multicultural education efforts. This work has involved thoughtfully analyzing program processes, procedures and data while holding an equity lens to Equity Plan goals, SEA funding, AB705, climate surveys, SB68 and tuition waiver, Guided Pathways, Technology Committee, emergency funds for students, policing, and student employment living wage increase. We have supported many efforts beyond these to communicate, educate and promote an equitable and inclusive mindset, such as those impacting AB540 students, addressing student technology needs, and food/housing/transportation insecurities, etc. EAC prioritizes responding to immediate campus community needs and crisis. EAC was instrumental in ensuring more student, staff, faculty and administration voices were heard for the President search survey by engaging other shared governance groups and committees to promote participation to their constituent groups which substantially increased participation. These EAC efforts are centered around equitable and inclusive institutional transformation which are the heart of the college's vision, mission and values.

Instructional Planning and Budget Team (IPBT)

Student Learning Outcomes (SLO) Committee

Presentation to Academic Senate on November 18, 2019 focused on exploring ideas for authentic assessments and on considering ways for presenting assessment data on a platform that supports sharing of ideas and student artifacts. Connected with Office of Professional Development to develop workshops and presentations promoting authentic assessments. Ongoing work with Student Services ensuring continuous assessment on student services learning outcomes. 2020 Convocation was designed to assist each faculty member and each classified professional to conduct a personal assessment of their delivery of instruction/services online by focusing on how they support student success. Faculty and staff were presented with tangible and practical resources with which to enhance support given to students to be engaged online earners in keeping with our Mission.

Student Services Planning and Budget Team (SSPBT)

Inform and engage the Student Services unit in efforts that support student access, retention, equity and success, including the group's work on program reviews and SSLOs; presentations on the facilities master plan, Guided Pathways, retention efforts, SEA program transition, College Promise, and addressing student basic needs and providing emergency funds.

Question 2. Reflecting on your governance group's processes and practices over the past year, please identify what has been working and what changes you plan to implement over the next academic year to ensure continuous improvement.

Academic Senate

Administrative Planning and Budget Team (APBT)

At the start of each academic year the group reviews the team's mission, role, guiding principles and ground rules. Any updates to the college's overarching guiding documents are discussed and, if approved by the team, improvements are made to the team's processes and practices and are published to the team's website. Improvements the team made last year as a result of reflection was the renaming of the division to better reflect how it serves the colleges. The team continues to review and approve any governance group items which will remain a core practice. This year some of the main agenda items in addition to the items listed in question one were the De Anza 2019 Update to the FHDA Facilities Master Plan 2016-2022; the Community Benefit Initiative (CBI) Update; the De Anza Event Center, Guided Pathways Presentation – Meta-Majors, and the governance handbook, new student-centered funding formula. Since Covid-19 has prompted a move to remote meetings, we anticipate discussions surrounding strengthening our virtual meeting presence. The team will also need to closely monitor the profit and loss statements for the enterprise funded services as these departments are dependent upon student patronage. These departments will face substantial fiscal challenges for the rest of this year and into next year.

Campus Facilities

At the start of each academic year the group reviews the team's mission and charge. The team continues to review and approve any governance group items which will remain a core practice. This year some of the main agenda items, in addition to the normal review of facilities requests, were the De Anza 2019 Update to the FHDA Facilities Master Plan 2016-2022; the Community Benefit Initiative (CBI) Update; the De Anza Event Center; the status of campus facilities, and the Bike Corral presentation by students. The committee discussed the importance of more inclusion of faculty, staff and student voices in the planning process to fulfill its mission of long-term recommendations for the building and grounds with a commitment to equity. The committee agreed to add established DASB email addresses to all correspondence pertaining to the committee. The members supported a suggestion to add a co-chair to the committee. Since Covid-19 has prompted a move to remote meetings, we anticipate discussions surrounding strengthening our virtual meeting presence. For next academic year the committee is requesting that a report out be placed on the Academic Senate meeting agenda to better inform faculty.

Classified Senate

ClassiFridays were introduced in September 2019 and were positively received. These pre-scheduled workshops throughout the year on Fridays provided the planning and time necessary for Classified Professionals to participate in workshops. Going forward we recognize we can do a better job of reminding participants on upcoming events. In addition, we find it imperative that we include more people in a survey to assess needs and topics before planning our workshops. Employee of the Month continues to be a way to honor our Classified Professionals; however, we recognize the need to increase participation in nominations and planning for celebration events. We will work with the EOM committee on this. Classified Professional Development day was held via Zoom this year and allowed the opportunity for colleagues who can't easily travel from one campus to the other the opportunity to participate. We will explore remote attendance options for next year and an option/alternative, in conjunction with an on-campus event (if we are able to hold a large event like this by May 2021). Classified Senate had representation on all Shared Governance committees this year, but did not have a consistent structure in which those representing Classified Senate reported back to the group. We will adopt expectations where those who represent Classified Senate on Shared Governance committees are expected to attend at least one Senate meeting a month to keep us updated.

College Council

College Planning Committee (CPC)

Expanding the membership to include cross-functional teams, bringing more transparency. We will continue to focus on institutional planning and assessment but budget and SEA is to be determined. With broader membership, the members are agendaizing report outs to their constituency groups to increase communication. The development of a rubric to review requests was a thoughtful process focused on our mission, equity, and strategic initiatives including our goals and metrics.

Curriculum Committee

Over the past year, with the introduction of smaller group based technical review we have seen more substantive discussions and richer conversations. The curriculum review process has become more streamlined allowing more work to be done but also allowing for a more thoughtful approach to the review process. Through the distribution of review material, each group has a task to focus on, helping them get more proficient in that area and provide more substantive guidance to curriculum initiators. The overall process has become quicker and less tedious. At the beginning of the academic year we began exploring equity-minded curriculum and how to better serve our students through thoughtful consideration of this. Unfortunately as the year progressed we lost this focus. The plan is to refocus and prioritize this work in the upcoming academic year. Due to the COVID-19 pandemic and a move to remote working, workflow has had to adapt with more online processes of approvals and signatures. This has led to innovation in these areas and an overall improvement in workflow, one that may become more permanent as we also strive to operate sustainably. With the ongoing pandemic and the move to online course delivery, emergency approvals need to be in place for courses taught through the Summer and Fall and possibly beyond that. This will require ongoing innovation in procedures and review through the next academic year.

De Anza Student Body (DASB)

What has been working: Sending out timely agendas and attachments, Build community well in our committees, adaptability to unforeseen crises, Implemented Budget Rubric and working to improve it. Changes we plan to implement: Working on improving Intern Program, Working on improving Field Hours, Working on appropriate compensation for DASB Senators, Working with other programs on campus and other colleges and strengthening those connections.

Equity Action Council (EAC)

Inclusion and communication are key elements that have shaped EAC's processes and practices. Having a tri-chair model for classified, faculty and administrative representation has been a positive step towards creating a shared governance model that is inclusive and representative of all employees at the college. However, challenges still exist in the institution supporting release time for individuals across the whole campus to wholeheartedly participate in shared governance groups and other committees on campus, one particularly excluded group are CSEA classified employees. As with most governance groups and committees, consistent student participation can always be improved. Even prior to becoming a shared governance group, EAC has always been committed and open to listening to members of our campus community sharing their victories and challenges around inclusion, equity, social justice and multicultural education at the college and greater community.

Instructional Planning and Budget Team (IPBT)

Student Learning Outcomes (SLO) Committee

We will continue to work with the planning and budget teams to ensure that assessment work drives resource allocation. SLO Coordinator takes active role in the Program Review process to facilitate this interconnectivity between resource allocation and assessment work. Individual departments are recognized for assessment work completed and are encouraged and supported with assessment work as appropriate. We will also continue with programs such as the \$500 LOAC Award and posting summaries of Assessment Work on SLO website. The structure of collection of assessment data will drastically change with the implementation of eLumen software as the data collection tool. On one side there will be assessment work completed which will follow the data summary, reflection, and enhancement model done on Nuventive's TracDat/Improve platform but the data collected will be disaggregated. There will also be a place for artifacts representing more organic and dynamic assessments.

Student Services Planning and Budget Team (SSPBT)

Our meetings are open to the public and all members are encouraged to actively participate. Decisions are made in an open, inclusive, and transparent process. One improvement we can implement going into next year is to actively seek input on relevant topics the group would like to bring forward for discussion prior to developing our meeting agenda.

Question 3. Reflecting on your groups' ability to disseminate information to its stakeholders, what are some strengths and weaknesses in regards to ensuring that all stakeholders are informed of the committee's activities, processes, policies and decisions? How can you improve your process for information dissemination next year?

Academic Senate

Administrative Services Planning and Budget Team (APBT)

Meeting agendas and minutes are posted online. The dissemination of information has been considerably improved over the past years by the communications and internal relations division's complete review and update to the college's web presence. Included in this update were major improvements to the governance groups' websites. The sites are now easier to navigate and comply to accessibility requirements. Web sites continue to be an efficient and accurate information sharing medium. Constituent team members choose their preferred method of reporting out to their members. Typically, this entails emailing their members or governance body. Each PBT reports out to College Council as a means to increase information dissemination. This process will continue next year. Since Covid-19 has prompted a move to remote meetings, we anticipate discussions surrounding our virtual meeting presence.

Campus Facilities

Meeting agendas and minutes are posted online. The dissemination of information has been considerably improved over the past years by the communications and internal relations division's complete review and update to the college's web presence. Included in this update were major improvements to the governance groups' websites. The sites are now easier to navigate and comply to accessibility requirements. Web sites

continue to be an efficient and accurate information sharing medium. The committee discussed the need for further improvements in communication and in the sharing of meeting notes, meeting dates and other calendar items. To strengthen communication, links would be provided for agenda items where possible. The purpose of the agenda item would also be added. The committee also discussed the need for clear and timely notification of documents on the agenda to allow time for thoughtful evaluation and recommendations. Constituent team members choose their preferred method of reporting out to their members. Typically, this entails emailing their members or governance body, or reporting out at various meeting. This process will continue next year. Since Covid-19 has prompted a move to remote meetings, we anticipate discussions surrounding our virtual meeting presence.

College Council

Classified Senate

The following has worked well for us this year:

- Holding Classified Senate meetings on a consistent basis and reaching out to College President/Sr VPs to join us for Q & A session
- The redesign of our Classified Senate website.
- Regular participation and engagement with a DASB representative and our DASB mentorship program.

Areas of improvement include:

- Establishing better/consistent practices for remote sharing of information.
- Listserv/calendar communication – explore a different listserv platform that allows easier integration with the Outlook calendar.
- Create email/distribution lists for different section senators to share information.
- More outreach to ensure all sections are represented.

College Planning Committee (CPC)

With broader membership, the members are agendaizing report outs to their constituency groups to increase communication. Expanding the cross-functionality of the group increases transparency, participation and communication. Using the new website for agendas and notes.

Curriculum Committee

The Curriculum committee provides information through its comprehensive website, which undergoes continual updates and review. Information posted on Curriculum website includes courses that need to be revised, deadlines, forms that need to be submitted, processes, sample outlines, links to training, user manual and FAQs. In addition, each academic division has a curriculum representative who acts as a liaison between the curriculum committee and division faculty and acts as a faculty mentor as faculty works through curriculum submission. A weakness that needs to be worked on is the ability to act immediately and respond to new course and program requests, especially in non-credit, CTE and basic skills areas where there is a divide between State policies and guidelines and how they align with local policies, guidelines and deadlines. Better and more widespread communication of this process may alleviate some of this.

De Anza Student Body (DASB)

Strengths: Use of Social Media and Video, Agendas and attachments sent out on time (adherence to Brown Act), Utilizing our add space in La Voz. Things to Improve: Streamline DASB Website, Need a method to email all students, Establish a closer relationship with the Office of Communications, Have an introduction during orientation, Put out a Newsletter and Press Releases.

Equity Action Council (EAC)

The EAC prioritizes responding to immediate campus community needs, allowing voices to be heard and holding space for members and guests that allows for flexible and collaborative agendas. The EAC has a group facilitation process and structure that is responsive to the needs of the group and consistent with the principles of agreements of this Council. Looking ahead it would benefit our students and campus community to bring together governance groups, committees and working teams to collaborate on shared outcomes and goals in fulfilling the College's vision, mission, values, strategic initiatives, Institutional Core Competencies, and commitment to equity. The EAC has hosted retreats to share the work of the committee and to bring in the voices of the larger campus community. We have worked on a historical documentation of EAC's process in becoming a shared governance group. Some strengths include nearly weekly electronic newsletter highlighting related events; bi-weekly agendas sent out prior to EAC meetings; and membership of council includes representation from students, faculty, classified professionals, and several divisions, departments, and offices, and members from different division Equity Teams. Despite our diverse representation, there is still a deep desire to have more participation and alliances from individuals holding power and privilege to help facilitate our shared vision. We have historically had low and inconsistent representation from the STEM areas (BHES and PSME) and CTE programs.

EAC members also participate in College Council, IPBT, Technology Committee, Police Chief Advisory Committee and other policy-based task force/committees, which allows for cross pollination of ideals and goals about inclusion, equity, social justice, and multicultural education. Our goal is not solely to disseminate information but more importantly create transformative institutional change with powerful allies at our students' side, our side and campus community's side.

Instructional Planning and Budget Team (IPBT)

Student Learning Outcomes (SLO) Committee

SLO Coordinator has taken an active involvement in Program Review making SLO assessments a point of decision making for resource allocations. SLO Core team (Coordinators plus Academic Senate President, Institutional Research Director, Curriculum Coordinator and Director of Professional Development) continue to be active members in IPBT, SSPBT, Curriculum Committee, College Council, Guided Pathways, Technology Committee, and Viability Committee. Minutes of meetings are posted on SLO Website.

Student Services Planning and Budget Team (SSPBT)

Program and committee updates are standing agenda items and help inform stakeholders about what is going on across the Student Services unit. Meeting agenda and notes, including processes and decisions, are posted on line and are accessible to all stakeholders. The SSPBT website is updated regularly and provides relevant information and helpful links. We remind all members to share information with their constituencies and will continue to emphasize that practice next year.