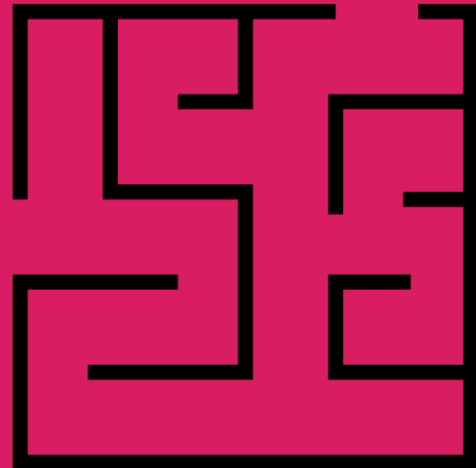
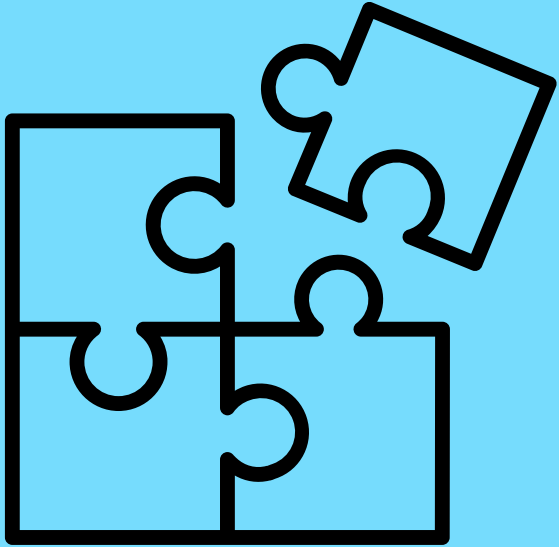


Participatory Governance Chair & Staff Training

CCSF Mid-Semester Flex

March 7, 2023



Agenda

Introductions

Framing: why this matters

Setting agendas

Posting agendas

Facilitating the flow

Following up & through

Resources

Q&A

Introductions

Kristin Charles

Associate Vice Chancellor of Institutional Advancement & Effectiveness

Mitra Sapienza

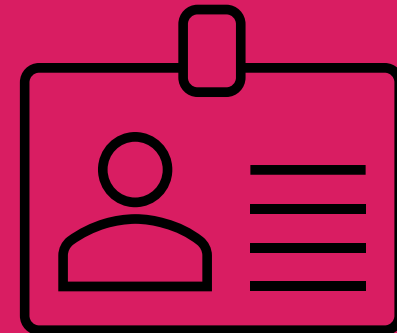
Academic Senate President and Equity Coordinator

Chris Brodie

Student Health Services / Classified Senate

Dr. Lisa Cooper Wilkins

Vice Chancellor of Student Affairs



Framing

Participatory governance spaces are not just about decision making—
what happens in those spaces can build community!

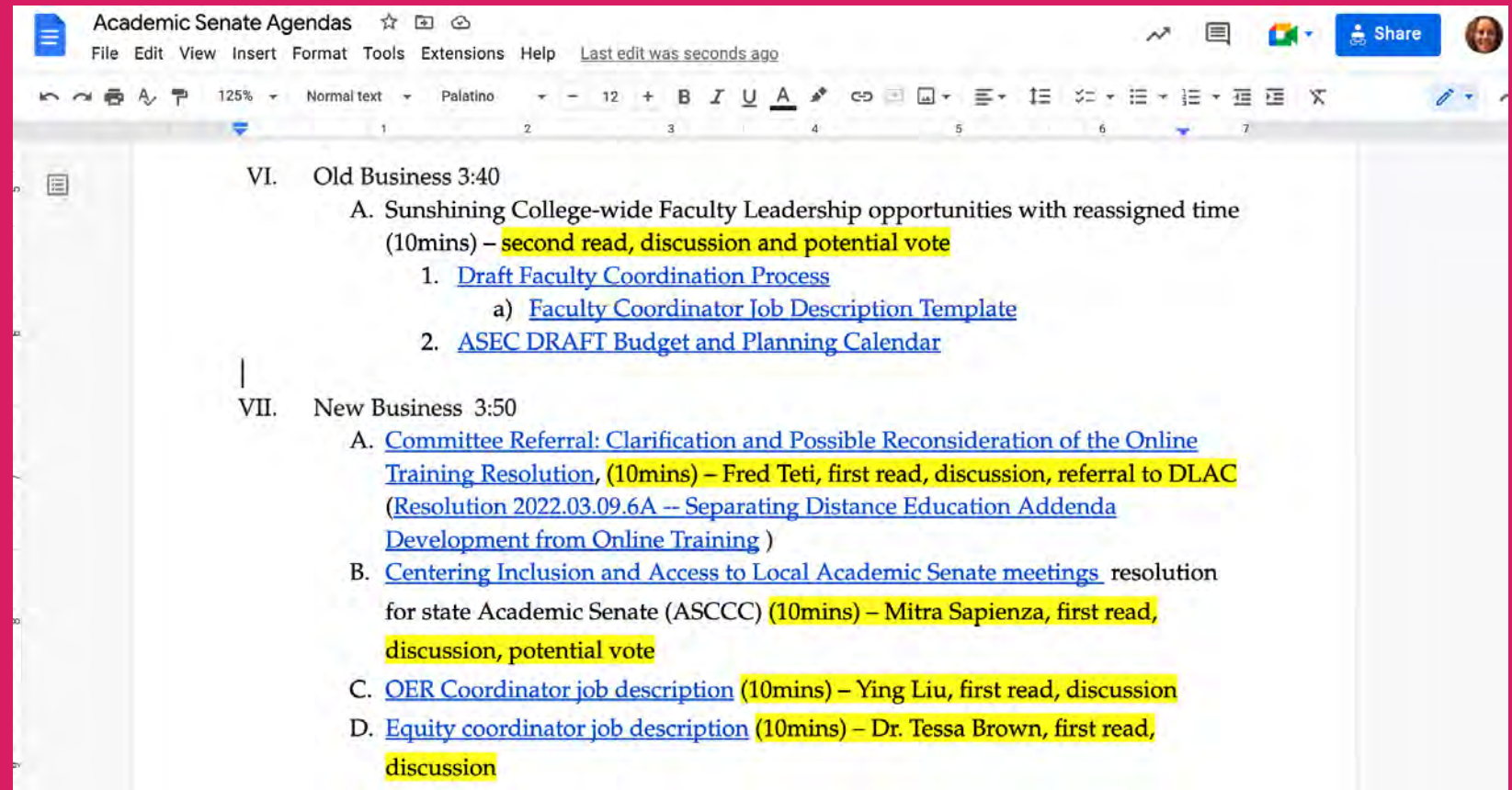
- Accessible resources and communication
- Decision-making based on consensus building
- Inclusive meetings
- Incorporating more student voice
- Recognizing accomplishments allows us to celebrate together



Everything that is worthwhile is done with other people.
~Miriam Kaba, Transformative Justice organizer and educator

Setting Agendas

- The process of building an agenda varies from committee to committee (forms, agenda-setting teams, co-chairs)
- Clearly labeling items
 - Action (recommendation/endorsement)
 - Discussion
 - Information
 - First read, second read



Academic Senate Agendas

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VI. Old Business 3:40

A. Sunshining College-wide Faculty Leadership opportunities with reassigned time (10mins) – second read, discussion and potential vote

1. [Draft Faculty Coordination Process](#)
 - a) [Faculty Coordinator Job Description Template](#)
2. [ASEC DRAFT Budget and Planning Calendar](#)

VII. New Business 3:50

- A. [Committee Referral: Clarification and Possible Reconsideration of the Online Training Resolution](#), (10mins) – Fred Teti, first read, discussion, referral to DLAC ([Resolution 2022.03.09.6A -- Separating Distance Education Addenda Development from Online Training](#))
- B. [Centering Inclusion and Access to Local Academic Senate meetings](#) resolution for state Academic Senate (ASCCC) (10mins) – Mitra Sapienza, first read, discussion, potential vote
- C. [OER Coordinator job description](#) (10mins) – Ying Liu, first read, discussion
- D. [Equity coordinator job description](#) (10mins) – Dr. Tessa Brown, first read, discussion

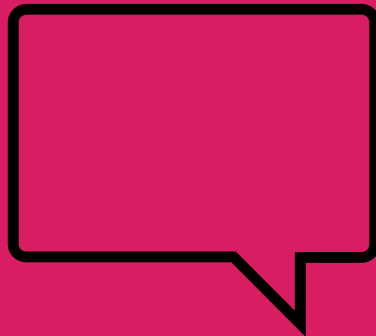
Posting Agendas

- Post ideally 72 hours in advance but not less than 48
 - 72 hours required for PGC but not for the subcommittees
- Include attachments
- Use standard format within and across committees
 - BoardDocs is on the horizon for Fall 2023
 - Stay tuned for training this spring on using and accessing BoardDocs



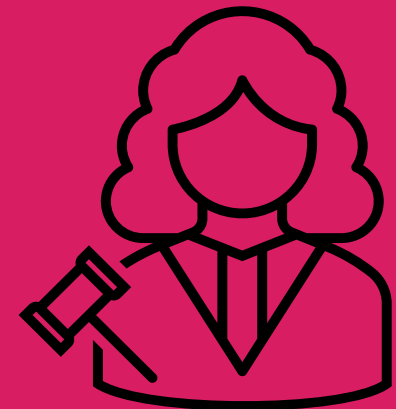
Facilitating the Flow

- Ensure that all voices are heard – community standards as the foundation:
 - See sample: <https://www.ccsf.edu/about-ccsf/participatory-governance/academic-senate/community-guidelines>



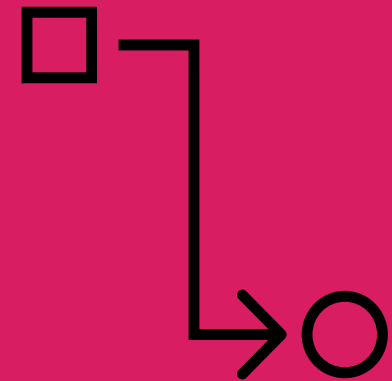
Facilitating the Flow

- Use a clear and consistent process for recommendations
 - calling for a motion: “I move to...”
 - seconding a motion: “I second the motion.”
 - discussing a motion: “The motion has been moved and seconded; is there any discussion?”
 - restating the motion: “There is a motion on the floor to consider ...”



Facilitating the Flow

- Use clear and consistent process for how people vote (roll call as best practice, particularly in zoom environment)
 - This requires knowing which members are voting members for a given meeting when alternates are present (suggestion: request voting members to add a common designation before their name such as “VM” for voting member)



Following Up & Through

- Minutes
 - Clearly capture actions taken
- Tabled items
 - Track these and ensure they appear on the next appropriate agenda
- Next steps for items
 - Move items forward to next stage
 - 1st read to 2nd read
 - From Standing Committee to PGC
 - From PGC to Chancellor





- AP 2.07 - Participatory Governance
(will be undergoing revisions)
- Roles, Responsibilities, & Processes (RRP) Handbook
- VRC trainings on meeting facilitation/
meeting management
 - “Meeting Facilitation” (Prakash Raman)
 - “Managing Meetings” (Chris Croft)

Q&A



Do you have questions regarding what we presented today?



Are there topics we didn't discuss that need clarification?



Do you have anything to share about your experiences in Participatory Governance settings?