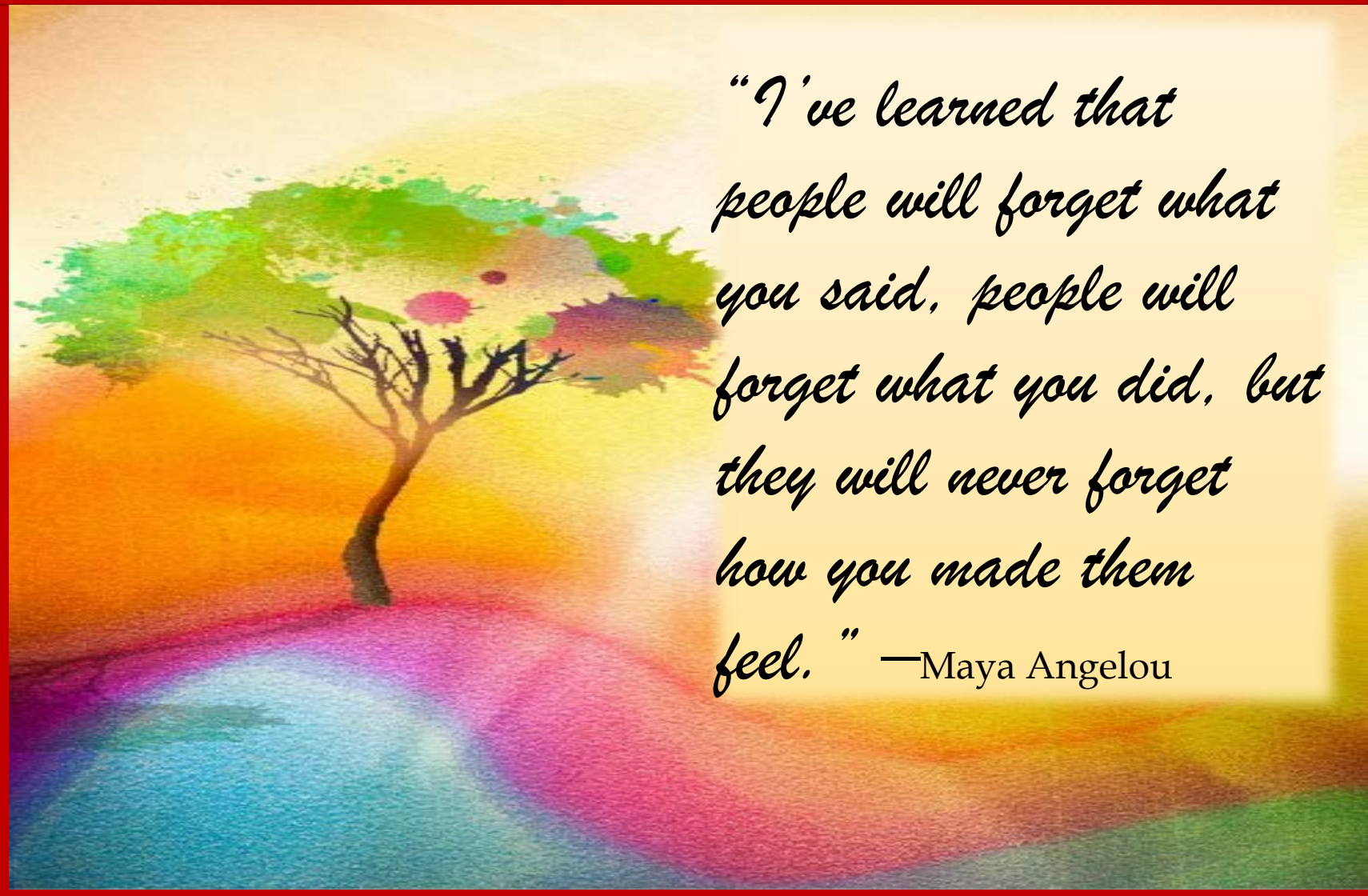
PGC Workgroups Update

PARTICIPATORY GOVERNANCE COUNCIL MEETING

SEPTEMBER 21, 2023

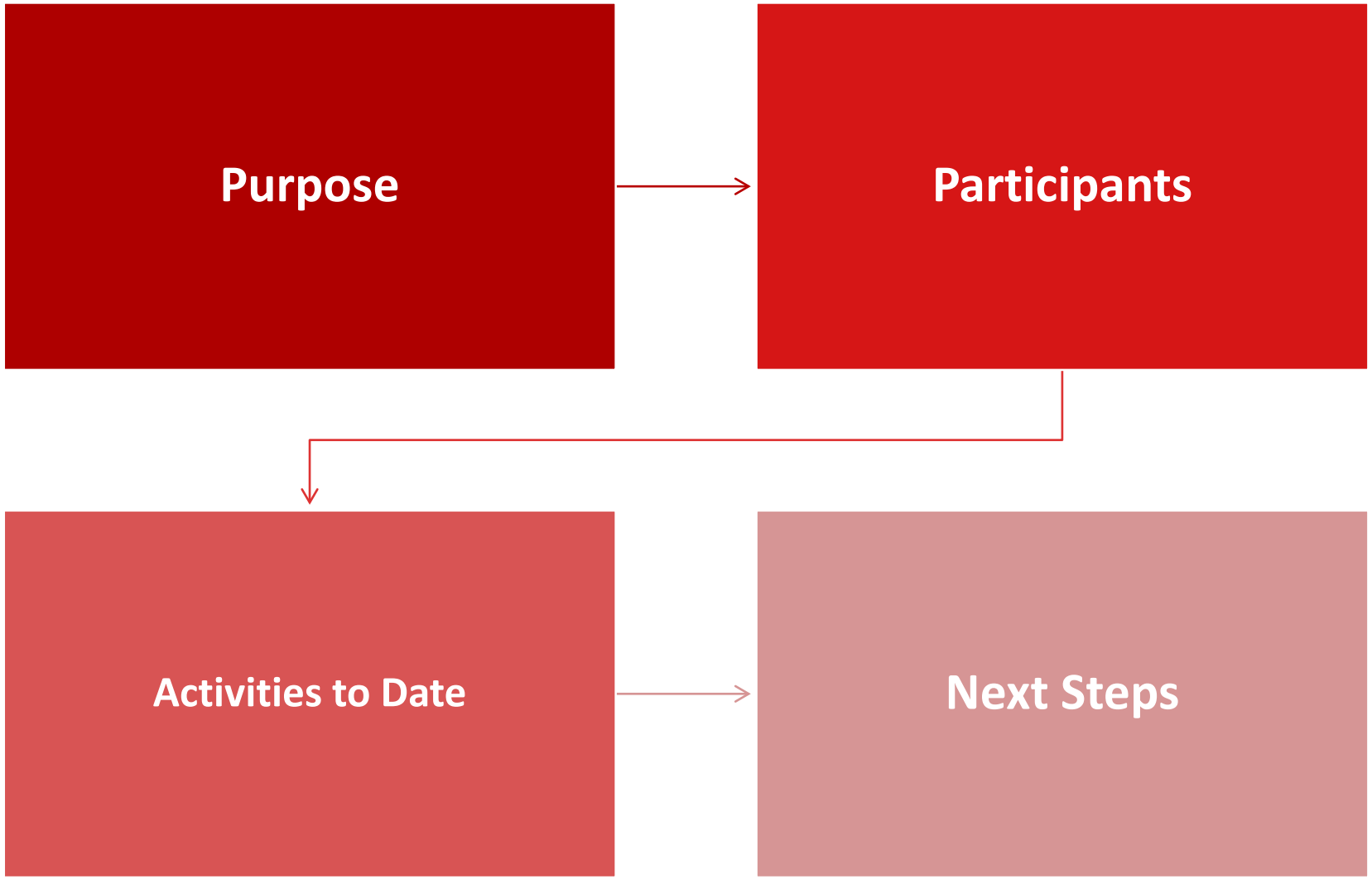
CITY COLLEGE OF SAN FRANCISCO

Gratitude Changes Everything



Communications Workgroup Update

Overview



Purpose

The purpose of this workgroup is to collaboratively develop recommendations that will result in a District-wide Strategic Communication Management Plan including but not limited to:

1. facilitating better communication among our various constituencies within the college and external stakeholders, as well as
2. ensuring appropriate coordination of communication efforts throughout the District to avoid redundancy, improve consistency in messaging, and optimally leverage our various communication platforms

This plan will encompass several components that align and support the achievement of CCSF's Education Master Plan.

Workgroup Participants/Invitees

Convener: Dr. Lisa Cooper Wilkins

- Associated Students Executive Council
  - Student Chancellor Malinalli Villalobos; Student Trustee Heather Brandt, Student Vice Chancellor Amelia Khong; Ocean President Jaafar Khaled
- Classified Staff Representative
  - Linda Liu
- Academic Senate/Faculty Representative
  - Sheri Miraglia
- Administrators Association
  - Cynthia Dewar
- Academic Affairs Representatives
  - Interim VC Geisce Ly; Dean J. Carlin; Jennifer Kienzle
- Student Affairs Representatives
  - Dean Amy Coffey; Acting Dean Monika Liu; Dean Meg Hudson; Dean Mandy Liang
- IT Representative
  - AVC Ellen Rayz

Activities-to-Date

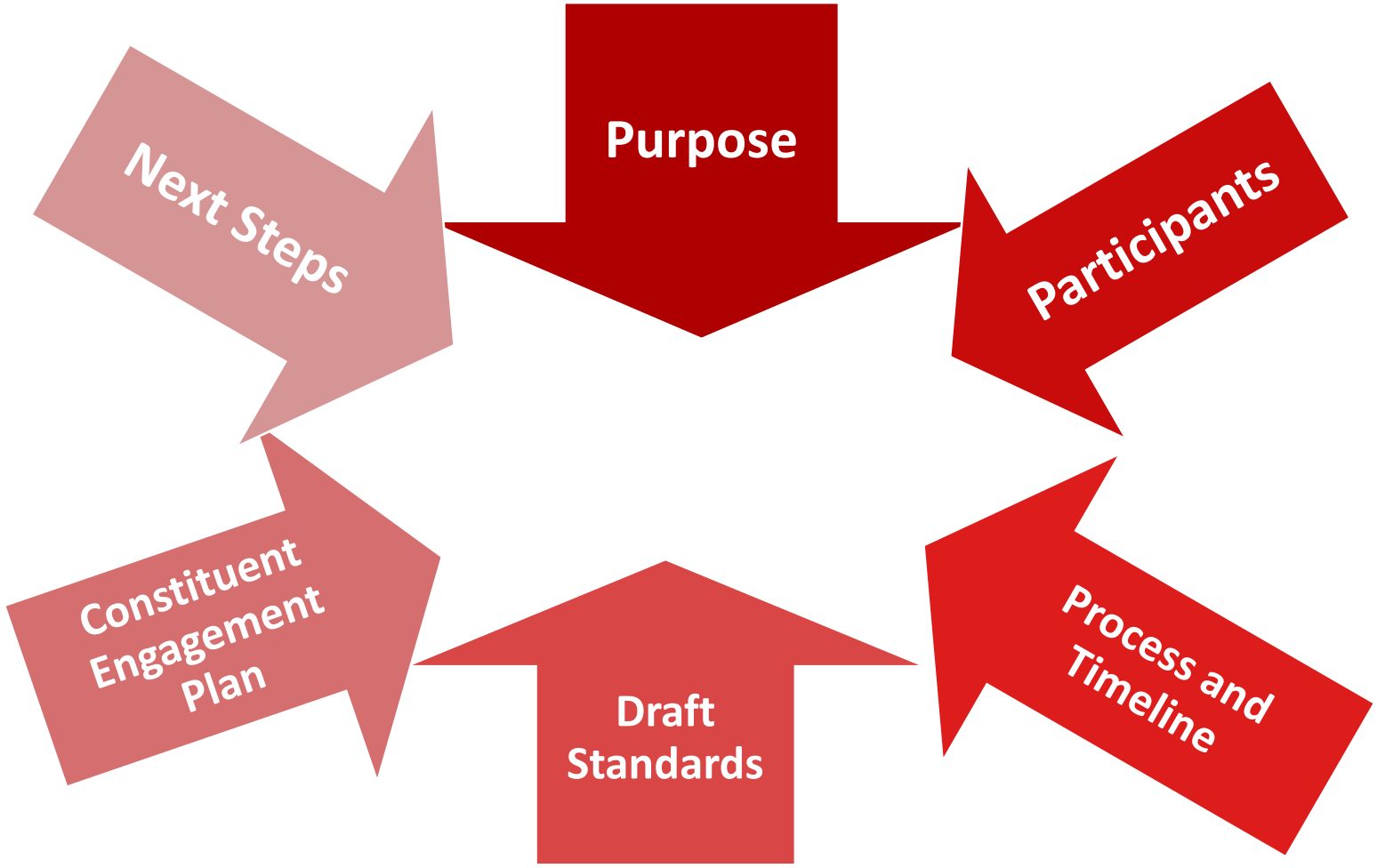
- February 2, 2023: PGC voted to have College Communication be standing agenda item
- March 16, 2023: Announced at PGC that the Communication Workgroup would begin meeting on Thursday, March 23rd @ 11 am. Membership for this group is open and based on interest. The workgroup has been convening monthly (in a hybrid and virtual format) since March 2023.
- Actions-to-date include:
  1. Draft of the CCSF Strategic Communication Management Plan
  2. The completion of an inventory of all major communication platforms used at CCSF
  3. In-progress the development of a comprehensive College communication schedule

Immediate Next Steps

- ❑ Department Chair Survey
- ❑ Development of Communication Decision Trees
- ❑ Finalize Communication Schedule(s)
- ❑ Return to PGC with a more robust update at a November 2023 Meeting

Community Standards Workgroup Update

Overview


Purpose
Participants
Process and Timeline
Draft Standards
Constituent Engagement Plan
Next Steps

Purpose

The purpose of this workgroup is to collaboratively develop community agreements for the Participatory Governance Council that once reviewed, vetted and officially adopted, will then also be shared with PGC's standing committees.

Workgroup Participants/Invitees

Convener: Dr. Lisa Cooper Wilkins

- Associated Students Executive Council
  - Student Chancellor Malinalli Villalobos
  - Student Vice Chancellor Amelia Khong
- Classified Staff Representative
  - Michael Snider
- Academic Senate
  - Sheri Miraglia
- Administrators Association
  - Stephanie Chenard

Process and Timeline

- Reviewed sample standards including:
  1) CCSF Academic Senate Community Guidelines
  2) California CCC Academic Senate Community Standards
  3) Vision's (adapted) Guidelines for Dialogue

- April 6, 2023: PGC voted to have this working group
- April 20, 2023: While the membership for this group is open based on interest, it was recommended that the PGC Agenda Review Group and other volunteers would become the work group. The workgroup has been convening since the Summer term:
  - Tuesday, July 11th
  - Tuesday, August 29th
  - Tuesday, September 12th

Draft Standards

The draft Community Standards are organized emphasizing and utilizing the following three themes:

I. Collegiality

II. Creating Safe Shared Spaces for Engagement

III. Self-Awareness, Presence, and Patience

Draft Standard: Collegiality

- **Disagree** without disrespecting **others** or assuming ill intent.
- Be aware of the **intent of your comments and the impact that they will have.**
- **Practice "yes, and…" thinking.**
- Solicit feedback.
- Honor and appreciate experiences, knowledge, and diversity of perspectives.
- **Try** on new ideas that are uncomfortable **and have a** willingness to challenge your discomfort.
- **Make** positive inquiries/Be respectful when making inquiries or asking for clarification/Ask clarifying questions ("I understand you to mean **X, is that correct?**")
- **Look for and present** feasible options/practical solutions.

Draft Standard: Creating Safe Shared Spaces

- Provide and accept feedback with humility and respect.
- **Recognize** differences in communication **styles.**
- **Be** aware of when to step up and/or step aside, and when to invite others to step up.
- **Be** affirming and solution-oriented, look for positive outcomes (and understand solutions can come from authentic sharing).
- **Create** a supportive place to ask questions and make observations.
- Practice grace and gratitude.

Draft Standard: Self-Awareness, Presence & Patience

- **Use** "I" language.
- Invite others into the conversation.
- **Honor** the dedication of committee members **and assume that** committee members all have the best of intentions.
- Communicate with respect and humility.
- Recognize that we all have biases and avoid making assumptions when interacting with others.
- Exercise patience with others.
- Value transparency as it serves the goals of the council.

Next Steps

- Share draft standards with following constituency:
  - Academic Senate
  - Administrators Association
  - Associated Students Executive Council
  - The Classified Senate
  - Service Employees International Union (SEIU) Local 1021

- Future Workgroup Meeting dates:
  - October 10, 2023: 2:00pm-3:30pm
  - November 14, 2023: 2:00pm-3:30pm
  - December 12, 2023: 2:00pm-3:30pm

- Return to PGC with recommendation(s):
  - Anticipated: Thursday, November 16, 2023

Q&A

CITY COLLEGE OF SAN FRANCISCO

Thank you for your continued service and hope you are having great Fall Semester!!!