

# Participatory Governance Council (PGC) and Standing Committees

## Objectives for 2020-2021

Introduction: PGC established principles and expectations to address key areas identified for improvement based on participatory governance evaluation results.<sup>1</sup> These include (a) receive objectives from each Standing Committee to promote shared expectations about work of the Committees, (b) ensure each Standing Committee reports to PGC at least once per semester, and (c) request that all Standing Committee reports and any recommendations for action include information about discussions and constituent perspectives to improve communication and to provide additional context for recommendations.<sup>2</sup>

| Standing Committees           | Chair/co-chair                                  | Overall Goal<br>(Per council/committee description)  | Objectives for 2020-2021<br>(List 3 to 5, especially for areas needing PGC recommendation)   |
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| <a href="#">Accreditation</a> | Accreditation Liaison Officer, faculty co-chair | To meet the accreditation standards at all times.  | <ul style="list-style-type: none"> <li>● Finalize and submit the Midterm Report</li> <li>● Monitor and respond to feedback from ACCJC regarding the Midterm Report</li> <li>● Prepare and submit annual and fiscal reports to ACCJC</li> <li>● Establish a timeline and process for developing the Institutional Self Evaluation Report that encourages and supports broad participation</li> <li>● Respond as necessary to requests from ACCJC related to being on enhanced monitoring</li> </ul>   |
| <a href="#">Budget</a>        | AVC Finance & Administration                    | This Committee meets as required to understand, discuss, evaluate and make recommendations on the District's annual budget, budget processes, and budget procedures. | <ul style="list-style-type: none"> <li>● Document and monitor cost controls to avoid overspending, identify failures, and recommend corrective actions</li> <li>● Clarify departmental budget process, how do constituents provide feedback on needs</li> <li>● Receive training on state and local sources of revenue and implications for CCSF</li> <li>● Provide training and information beyond the Budget Committee and ensure integrating of planning and budgeting</li> <li>● Formalize committee recommendations and inform committee of subsequent actions taken</li> </ul> |

<sup>1</sup> Supporting Documentation: PCG Agenda from [September 17, 2020](#), including [Summary of Committee Evaluations](#) and [Presentation Slides](#).

<sup>2</sup> Previously incorporated as PGC objectives -- see [prior version](#) for reference.

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| <a href="#">Diversity</a>             | AVC Human Resources                       | In alignment with the mission and strategic plan, promote and cultivate College diversity initiatives.  | <ul style="list-style-type: none"> <li>● Conduct two college-wide DEI&amp;B* training and/or workshops to enhance DEI&amp;B awareness</li> <li>● Identify five internal partners and two community partners to promote DEI&amp;B in the college, with the purpose of sharing resources and learning creative (state of the art) strategies</li> <li>● Assess diversity hiring practices and refine diversity rubric and training to support efforts</li> </ul> <p style="text-align: right; font-size: small;">* Diversity, Equity, Inclusion &amp; Belonging</p>                                     |
| <a href="#">Enrollment Management</a> | AVC Academic Affairs, faculty co-chair    | Ensure enrollment goals are aligned with the college’s mission, including student learning achievement and outcomes, as well as board priorities and college plans. | <ul style="list-style-type: none"> <li>● Review alignment of class schedule with College mission including using data to summarize types of offerings by category</li> <li>● Identify data and information that indicate student demand for courses and programs</li> <li>● Review marketing and targeted outreach and make recommendations on all aspects of college function that affect enrollment and growth</li> <li>● Develop strategic enrollment management principles and priorities</li> <li>● Identify enrollment priorities and guiding principles to guide budget decisions</li> </ul>   |
| <a href="#">Facilities</a>            | AVC Facilities, co-chair elected annually | To provide insight and recommendations for sustainable use, maintenance, and development of facilities to optimize the college environment.                         | <ul style="list-style-type: none"> <li>● Provide recommendations to PGC regarding the Facilities Master Plan, 5 Year Capital Outlay Plan, Sustainability Plan, Facilities Design Standards, and applicable accreditation standards, mindful of the Multi Year Budget and Enrollment Plan</li> <li>● Make recommendations that prioritize spaces and support for Black students and all underserved populations</li> <li>● Develop a process to review and provide input on all facilities items for all District locations that will be brought to FMPOC and the Board of Trustees via PGC</li> </ul> |

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| <a href="#">Health and Safety</a> | Risk Manager,<br>Director of Student Health | This Committee meets as required to assist the College in promoting a healthy workplace and educational environment free of recognized physical and environmental hazards.                    | <ul style="list-style-type: none"> <li>● Update Emergency Procedures Manual</li> <li>● Make manual available digitally</li> <li>● Work with SF City / County to get appropriate training on being a “disaster preparedness site”</li> <li>● Explore NERT training from SF Fire</li> <li>● Develop campus wide disaster preparedness exercise</li> </ul>  |
| <a href="#">Planning</a>          | Dean, Institutional Effectiveness           | Improving the institutional effectiveness at the unit-level and in the College overall through evaluation and integrated planning to better support student learning and student achievement. | <ul style="list-style-type: none"> <li>● Develop and maintain a multi-year master calendar for college-wide planning and evaluation, in collaboration with other committees</li> <li>● Recalibrate institution-set standards and stretch goals with an equity emphasis and share broadly</li> <li>● Review data on College and unit-level effectiveness and share findings</li> <li>● Continue to encourage all college-wide plans to explicate the plans in relation to Education Master Plan goals, including the goal of improving communication</li> </ul> |
| <a href="#">Technology</a>        | Co-Chairs elected annually                  | To promote the strategic and efficient use of technology, both hardware and software, to support student learning.  | <ul style="list-style-type: none"> <li>● Develop a criteria document and decision flowchart for selection of technology based on accessibility, privacy, compatibility with existing systems, cost, training, sustainability, longevity, etc</li> <li>● Review and provide recommendations on technology support materials for students related to teaching and learning</li> <li>● Update the College’s Technology Plan</li> </ul>  |