## Participatory Governance Council (PGC) and Standing Committees

## Objectives for 2021-2022 *with updates (Fall 2022)*

Introduction: PGC established principles and expectations to address key areas identified for improvement based on participatory governance evaluation results.[[1]](#footnote-1) 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.[[2]](#footnote-2)

| **Standing Committees** | **Chair/co-chair** | **Overall Goal****(Per council/committee description)** | **Objectives for 2021-2022****(List 3 to 5, especially for areas needing PGC recommendation)** |
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| [Accreditation](http://archive.ccsf.edu/PGC/Accreditation/COMMITTEE%20DESCRIPTION%20AND%20PURPOSEAccreditation) | Accreditation Liaison Officer, faculty co-chair | To meet the accreditation standards at all times. | * Monitor the timeline and process for developing the Institutional Self Evaluation Report and ensure that there is broad participation
* Receive draft responses to the Standards and other elements of the ISER and provide feedback
* Finalize draft ISER for Fall 2022 Collegewide feedback
* Prepare and submit annual and fiscal reports to ACCJC
* Respond as necessary to requests from ACCJC related to being on enhanced monitoring
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| [Budget](https://archive.ccsf.edu/PGC/Budget/022018BudgetCommitteeDescriptionPurpose.pdf)  | 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. | *2021 - 2022 update in progress:** *Document and monitor cost controls to avoid overspending, identify failures, and discuss possible solutions*
* *Review monitoring reports on expenditures to date*
* *Receive training, including implicit training during meetings, on state and local sources of revenue and implications for CCSF*
* *Formalize committee recommendations and inform committee of subsequent actions taken*
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| [Diversity](http://archive.ccsf.edu/PGC/Diversity/COMMITTEE%20DESCRIPTION%20AND%20PURPOSE%20Diversity%20Committee%20Template%20011713.pdf) | AVC Human Resources | In alignment with the mission and strategic plan, promote and cultivate College diversity initiatives. | * Conduct two college-wide DEI&B\* training and/or workshops to enhance DEI&B awareness
* Identify internal partners and community partners to promote DEI&B in the college, with the purpose of sharing resources and learning creative (state of the art) strategies
* Assess diversity hiring practices and refine diversity rubric and training to support efforts

\* Diversity, Equity, Inclusion & Belonging |
| [Enrollment Management](http://archive.ccsf.edu/PGC/Enrollment_Management/COMMITTEE%20DESCRIPTION%20AND%20PURPOSE%20Enrollment%20Management%20Committee%20011713.pdf) | 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. | * Review alignment of class schedule with college mission to develop strategic enrollment management principles and priorities to guide budget decisions.
* Use data and information that indicate student demand for courses and programs to prioritize course and program offerings, especially looking to close the opportunity gaps for Black and African American students and other disproportionately impacted populations.
* Make recommendations on all aspects of college function that affect enrollment and growth, including marketing, targeted outreach, and registration processes.
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| [Facilities](http://archive.ccsf.edu/dam/Organizational_Assets/Department/CPPC/DescriptionPurpose/FacCmte%20PurposeDescription_2018.1008.pdf) | AVC Facilities, co-chair elected annually | To provide insight and recommendations for sustainable use, maintenance, and development of facilities to optimize the college environment. | * 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
* Make recommendations that prioritize spaces and support for Black students and all disproportionately impacted populations
* Follow appropriate Facilities Committee processes to review and provide input on facilities related items for all District locations that will be brought to FMPOC and the Board of Trustees via PGC
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| [Health and Safety](http://archive.ccsf.edu/PGC/Health_and_Safety/Committee_Charge.pdf) | Risk Manager,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. | * Finalize Emergency Operations Plan updates
* Ensure adequate training of Emergency Operations Plan
* Develop campus wide disaster preparedness exercise (building evacuation teams / drills)
* Continue providing feedback on COVID-19 vaccine mandate implementation
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| [Planning](http://archive.ccsf.edu/dam/Organizational_Assets/About_CCSF/Admin/PGC_Planning/PlanningCommitteeDescriptionUpdate_Dec2015.pdf) | 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. | * Develop and maintain a multi-year master calendar for college-wide planning and evaluation, in collaboration with other committees
* Recalibrate institution-set standards and stretch goals with an equity emphasis and share broadly
* Review data on College and unit-level effectiveness and share findings
* Continue to encourage all college-wide plans to explicate the plans in relation to Education Master Plan goals, including the goal of improving communication
* Develop and institutionalize a combined calendar for annual planning and budget development
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| [Technology](http://archive.ccsf.edu/PGC/ApprovedTechnologyCommittee112619.pdf) | Co-Chairs elected annually | To promote the strategic and efficient use of technology, both hardware and software, to support student learning.  | * Develop a criteria document and decision flowchart for selection of technology based on accessibility, privacy, compatibility with existing systems, cost, training, sustainability, longevity, etc.
* Update the College’s Technology Plan.
* Recommend an annual calendar of standardized technology maintenance across the College
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1. Supporting Documentation: PCG Agenda from [August 19, 2021](https://drive.google.com/file/d/1yLPWTzZP7xCN1g9__fIo_nZqP1BuyW0V/view), including [Participatory Governance Evaluation Status Update](https://docs.google.com/presentation/d/e/2PACX-1vRzwm6sLIGmKgX9KdunXYYC-7Jbdl6J95_HkSYlLzL6tUrG4GU_sFzTYWpja8vud1XBi-RWabclU_LZ/pub?start=false&loop=false&delayms=3000#slide=id.ge94cfac156_0_64). [↑](#footnote-ref-1)
2. Prior year: [PGC and Standing Committees - Objectives for 2020-2021](https://docs.google.com/document/d/1IKBXHrtHNDo-vCgqyKU3GR2jZSodXta_Wboqpbu_vsY/edit?usp=sharing) [↑](#footnote-ref-2)