

Strategic Planning Council Welcome Back and Orientation

August 2014

Overview

- o Welcome and introductions
- o Four things you need to know
 - o Our College Plans
 - o How We Are Funded and Palomar College Budget
 - o Accreditation
 - o Shared Governance / AB1725
- o Defining and implementing governance
- o Strategic Plan 2016 Year 2
- o Annual governance evaluation
- o Theme: Commitment and communication

Welcome and Introductions

SPC Membership

Chair

- o Superintendent/President

Members

- o Vice President, Instruction
- o Vice President, Student Services
- o Vice President, Finance and Administrative Services
- o Vice President, Human Resource Services
- o One Dean, Instruction
- o One Dean, Student Services
- o Director, Institutional Research
- o Director, Student Affairs
- o Faculty Coordinator, Professional Development

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Welcome and Introductions

SPC Membership (Continued)

Members (Continued)

- o President, CCE/AFT
- o Past President, CCE/AFT (or designee)
- o Vice President, CCE/AFT
- o President, Faculty Senate
- o Past President, Faculty Senate (or designee)
- o Three Faculty representatives appointed by Faculty Senate
- o Two Co-Presidents, Palomar Faculty Federation
- o President, Administrative Association
- o President, Confidential and Supervisory Team
- o President, Associated Student Government
- o Executive Vice President, Associated Student Government (or designee)
- o Executive Director, Foundation

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Four Things You Need to Know: College Plans

- o Master Plan 2022 (Educational and Facilities Master Plan)
<http://www.palomar.edu/strategicplanning/MasterPlan2022Update03012011.pdf>
- o Technology Master Plan 2016
<http://www.palomar.edu/strategicplanning/TMP2016.pdf>
 - o Technology Master Plan Update and Progress Report
<http://www.palomar.edu/strategicplanning/TMP2016UpdateYear3.pdf>
- o Staffing Master Plan 2016
<http://www.palomar.edu/strategicplanning/StaffingPlan2016Final.pdf>
 - o Staffing Master Plan Update Year 3 2013
<http://www.palomar.edu/strategicplanning/StaffingPlanUpdate-Y3-2012%2013.pdf>
- o Strategic Plan 2016 for Year 1
<http://www.palomar.edu/strategicplanning/Revised%20030414%20Strategic%20Plan%202016%20Mission%20Vision%20Values%20and%20objectives.pdf>
- o Program Review and Planning
<http://www.palomar.edu/irp/ProgramReviewandPlanning.htm>

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Four Things You Need to Know: How We are Funded

- o Weekly Faculty Contact Hours (WFCH)
- o Weekly Student Contact Hours (WSCH)
- o Full-Time Equivalent Students (FTES)
- o State Productivity Formula, WSCH/FTEF
- o FTES and Funding CAP

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Weekly Faculty Contact Hours (WFCH)

- Tells us how many hours the class meets each week (not to be confused with units)
- When looking at total WFCH, we are looking at the size of our schedule

Example – a Sociology class meets on Mondays and Wednesdays from 8-9:20 am. It is meeting 3 hours per week = 3 WFCH

- WFCH is both a scheduling and state reporting variable

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Weekly Student Contact Hours (WSCH)

- Tells us how many student hours we have and is the intermediate step in calculating FTES
- WSCH is calculated by the following:

$$\text{WFCH} \times \text{Enrollment} = \text{WSCH}$$

Example: Sociology class of 3 WFCH with 35 students enrolled: $3 \times 35 = 105$ WSCH

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FTES Calculation

- Full-time Equivalent Student (FTES) = one student taking 15 lecture units each semester for two semesters = 30 WSCH

- 1 FTES=30 WSCH

Therefore:

- $FTES = WSCH/30$

Example: $105 WSCH/30=3.5 FTES$

or

- $FTES = \frac{WSCH \times 17.5}{525}$ (full semester)

Example: $(105 WSCH \times 17.5)/525 = 3.5 FTES$

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State Productivity Formula, WSCH/FTEF

- 1 Full-time Equivalent Faculty (FTEF) = 15 WFCH
- Sociology class with 3 WFCH X 35 enrolled students = 105 WSCH
- $3 WFCH/15 WFCH = .2$ or 20% load of Full-time Equivalent Faculty

Example: $105 WSCH/.2 \text{ load} = 525 WSCH/FTEF$

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FTES and Funding CAP

- o Dollar amount per FTES
 - o Credit = \$4,675
 - o Non-Credit = \$2,811
 - o Non-Credit CDCP = \$3,310
- o Large College FTES CAP = 19,293

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FY 2014-15 Budget Overview

- o Tentative Budget
 - o June 2014
- o Budget Committee
 - o August 2014
- o Adopted Budget
 - o September 2014

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FY 2014-15 Budget Planning Assumptions

- .85% Cost of Living Allowance (COLA)
- Discretionary Budgets
- Step/Column Advances
- Resource Allocation Model (RAM)
 - Linking Planning to Budget
 - Benefits
 - Health, Dental, Vision, PERS, STRS
- Assumes base FTES
- Preserves 5% Contingency Account
- Faculty Hires

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Four Things You Need to Know: Accreditation

- ACCJC Standards and Compliance
- 7-Year Reaffirmation Cycle and Reporting Requirements
- Role of SPC in Accreditation
- Self-Evaluation Report and Site Visit
 - Self-evaluation Report approved by governing board in November 2014
 - Site visit scheduled week of March 2, 2015

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Four Things You Need to Know: Shared Governance/AB-1725

- At Palomar we use the term “Shared Governance” but “Participatory Governance” is more descriptive of the actual process as described in statute.
- AB 1725 directs boards to provide opportunity for input/participation, and ensure that the recommendations and opinions of faculty, students, and staff receive reasonable consideration.

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Defining and Implementing Governance

Part I: What is Shared Governance?

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What is Shared Governance?

- o CCLC and Academic Senate Q&A
- o Education Code 70902(b)(7)
 - o "...ensure faculty, staff, and students...the right to participate effectively in district and college governance."
- o Implementing regulations (Title V)
 - o Governing Board "consult collegially" with academic senate on academic and professional matters
 - o Students and staff have opportunity for "effective participation" in decisions that affect them.

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What is Shared Governance?

- o Using the consultative process to consider actions and make decisions contributes to a positive environment and stronger decisions.
- o Agreement may not always be possible...
- o Communication is critical.....
- o Does the Superintendent/President have to agree with the recommendation of individual or collective constituent groups?

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Defining and Implementing Governance

Part II: How does Palomar College
Implement Shared Governance?

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Palomar College Governance Structure

- o How does participatory/shared governance work at Palomar?
What does it look like (is there a chart anywhere?)
 - o What are councils? What are committees? How many do we have?
 - o How does information flow through the governance structure?
 - o OK...I have volunteered to serve on SPC, what is it that I really have to do?
- o All you ever wanted to know about Palomar's Governance Structure can be found in the *Palomar College Governance and Administrative Structure* document.
<http://www.palomar.edu/strategicplanning/Governance%20Structure/Governance%20Structure%20Book.pdf>

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Palomar College Governance Structure

- Our governance structure created to fully support the college values of inclusiveness and mutual respect.
- As described in the CCLC and Academic Senate Q & A:
 - Palomar College Governing Board is final authority for governance
 - The Governing Board delegates authority to Superintendent/President
 - The Superintendent/President solicits and receives input through our shared governance decision-making process

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Palomar College Governance Structure

- The following constituent groups participate
 - Students
 - Faculty
 - Faculty Senate
 - Palomar Faculty Federation
 - Council of Classified Employees
 - Confidential and Supervisory Employees
 - Administrative Employees
 - Superintendent/ President – Senior and Executive Administration
- Governance structure includes Planning Councils, Operational Committees, Subcommittees, Ad Hoc Committees and Task Forces.

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Role of Students

- o Regulations specify areas for student participation.
 - o Grading
 - o Student code of conduct
 - o Academic discipline
 - o Curriculum
 - o Educational programs
 - o Processes for budgeting
 - o Processes for planning
 - o Student standards
 - o Student services planning and development
 - o Fees
 - o Faculty evaluation and hiring
- o The Associated Student Government (ASG) serves as the official representative of the students.

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Role of the Faculty: Faculty Senate

- o The Board of Trustees shall "Consult Collegially" with the Faculty Senate on Academic and Professional Matters
- o Academic and professional matters
 - o Curriculum
 - o Degree requirements
 - o Grading policies
 - o Standards or policies regarding student preparation and success
 - o Faculty role in governance structures
 - o Faculty roles in accreditation processes, including self-study and annual reports
 - o Policies for faculty professional development activities
 - o Program review process
 - o Processes for planning & budgeting
 - o Educational program development
 - o Other academic and professional matters as mutually agreed upon by the Board and Senate
 - o At Palomar this includes faculty hiring, faculty hiring criteria, and faculty hiring procedures
- o **Consult Collegially at Palomar means:**
The Governing Board relies primarily upon the advice and judgment of the faculty senate regarding academic and professional matters.

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Role of the Faculty: Palomar Faculty Federation

- o The role of the PFF on SPC and other planning councils involves protecting the processes mutually agreed upon by the District and the PFF in the PFF/District Contract.
- o Collective bargaining issues include but are not limited to evaluation, class sizes, and academic freedom.
- o Through the shared governance process, PFF stays informed and assures that collective bargaining matters are dealt with at the negotiating table as part of a larger overall check-and-balance system.
- o Participation by PFF allows for
 - o one more perspective to be offered in the work done in committees with the goal of contributing to the discussion in a way consistent with the overall goals and spirit of the contract.
 - o identification of potentially problematic issues early on in the shared governance process.
- o At times, the PFF and Faculty Senate work together to deal with issues that fall within both collective bargaining and academic/professional matters, such as grading, where a policy may have implications for working conditions and discipline.

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Role of the Classified Employees

- o Classified staff must be granted the opportunity to participate in the collaborative decision-making process, the developing or changing of policies, procedures and processes, that have an effect upon the classified staff.
- o Classified staff must be granted the opportunity to effectively communicate such developments or changes to the CCE E-Council & their constituents as part of the decision-making processes.
- o The CCE is the sole representative of the classified staff.
- o Participation by the CCE allows for:
 - o Inclusiveness in shared governance recommendations and decisions that may impact the College;
 - o Better understanding of the vision & goals, policy & procedures and process for the College;
 - o Identification of potentially problematic issues early on in the shared governance process;
 - o Transparency, promoting mutual respect and trust through open communication and actions;
 - o Another perspective offered in developing or changing policies, procedures, and processes;
 - o Addressing challenges and providing input through the classified staff and other planning councils.
- o Through the shared governance process, CCE stays informed and assures that collective bargaining matters are dealt with at the negotiating table as part of the larger overall check-and-balance system. Collective bargaining issues include, but are not limited to, evaluations, calendar, transfers, layoffs, compensation, health care plans and safety.
- o A full Scope of Bargaining list will be issued to each Classified representative appointed to a governance group by the CCE.

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Role of the Confidential & Supervisory Employees

- o Staff must be granted the opportunity to participate in developing policies, procedures and processes, that have an effect upon them and the Palomar Community College District.
- o Areas and processes are not further defined by statute.
- o Confidential and Supervisory Employees are represented by CAST

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Role of the Administrative Employees

- o Administrative staff must be granted the opportunity to participate in developing policies, procedures and processes, that have an effect upon them.
- o Areas and processes are not further defined by statute.
- o Administrative staff are tasked with policy implementation.
- o Administrators (excluding the President, Senior, and Executive Administrators) are represented by the Administrative Association
- o Feedback to SPC through Planning Councils and A.A. representatives.

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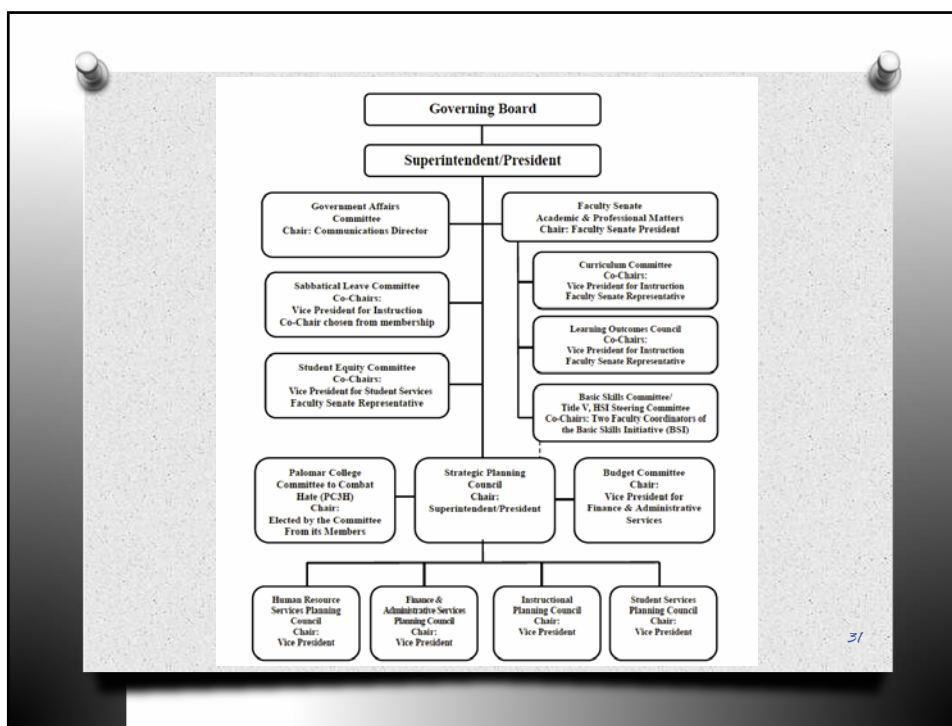
Role of the Superintendent/President

- o Ensure that the process works.
- o Make sure policies are in place and procedures are followed.
- o Serve as critical link between constituencies and Governing Board (usually serves as the designee of the board in governance matters).
- o While regulations delegate participation in decision-making, they do not take away the President's responsibility to make decisions.
- o Best situation is when the President and constituent groups are in agreement on recommendations made to the Board.

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Palomar College Governance Structure Organization Chart

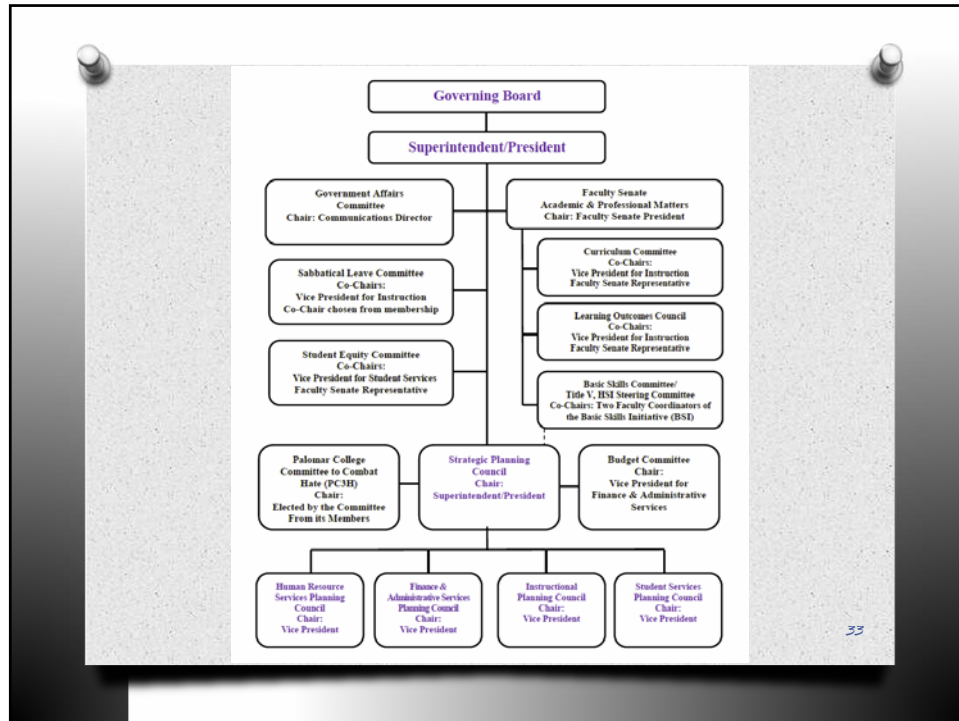
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Palomar College Governance Structure Organization Chart:

Planning Councils

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Strategic Planning Council (SPC)

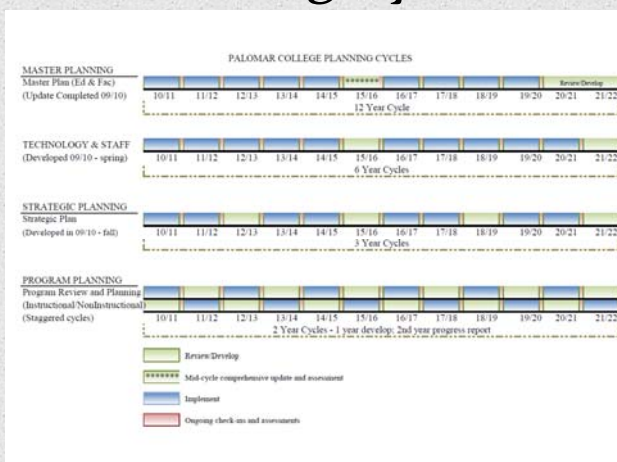
- o Principle participatory governance body
- o Chair: Superintendent/President
- o Role/Products:
 - o Creates processes for policy recommendations and governance committee structure
 - o Review recommendations and requests from other participatory governance groups
 - o Amends and guides the Integrated Planning Process (IPM)
 - o Allocates Strategic Plan Priority Funding (SPPF)
 - o Recommends Policies and Procedures
- o To ensure communication within governance structure, chairs of planning councils report progress on their objectives and activities at each SPC meeting

IPM



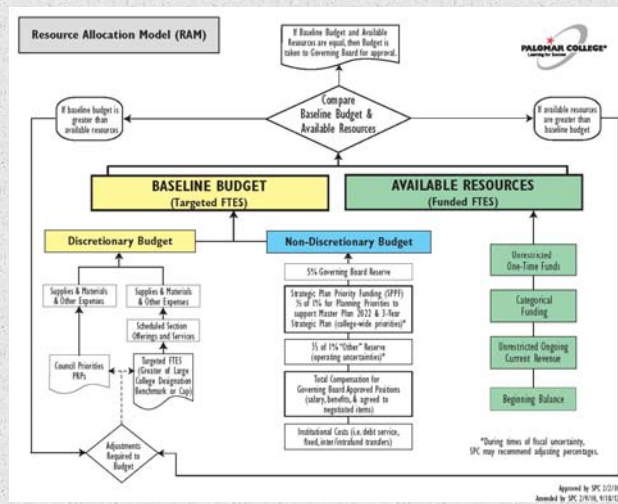
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Planning Cycles



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RAM



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Planning Councils

- o Instructional Services (IPC)
- o Student Services (SSPC)
- o Finance & Administrative Services (FASPC)
- o Human Resource Services (HRSPC)
- o **Role/Products:** (Using PRPs and input from reporting committees)
 - o Develop, implement, evaluate, and revise, if necessary, plans and initiatives within each specified area
 - o Makes recommendations and requests related to specific area
 - o Review and address results of program reviews conducted within the specific area
- o **Chairs:** Vice Presidents
- o **Reporting Relationship:** SPC

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SPC 2014-2015 Calendar/ Strategic Plan 2016

- o SPC Calendar
- o Strategic Plan 2016 – Year two
 - o Update the objectives
 - o Develop action plan
 - o Align SP2016 with Equity and 3SP plans
 - o Establish targets for Institutional Effectiveness
- o Review 3SP Plan
- o Review and take action on Equity Plan
- o Review and take action on Self-Evaluation for Accreditation
- o Address self-evaluation improvement plans related to planning and governance

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Resources

- o Palomar College Governance Manual
<http://www.palomar.edu/strategicplanning/Governance%20Structure/Governance%20Structure%20Book.pdf>
- o Palomar College Glossary of Governance Terms
http://www.palomar.edu/strategicplanning/Glossary/Combined%20Glossary_of_Terms_and_Acronyms.pdf
- o Palomar College Strategic Planning website
<http://www.palomar.edu/strategicplanning/>
- o Palomar College Faculty Senate
<http://www.palomar.edu/facultysenate/>
- o Statewide Academic Senate
<http://asccc.org/>
- o CCLC information on Governance
<http://www.ccleague.org>

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