Process for Addressing District Recommendations in Cityside Follow-Up Reports

Approved by the District Planning Committee
September 25, 2009

Recommendation 3: Assess and Improve District Governance

To meet standards, develop and implement methods for the evaluation of role delineation and governance and decision-making structures and processes for the college and the district. Widely communicate the results of the evaluation and use those results as the basis for improvement.

This recommendation responds to accreditation standard IV B. 3 g:

“The district/system regularly evaluates district/system role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.”

This standard requires us to assess the appropriateness of stakeholder role delineation involved in district-wide consultation and governance processes as well as the overall effectiveness of these processes. A four-step process is proposed to address this recommendation. This process will be overseen by the District Planning Committee. A formal report documenting the outcomes of these assessments and recommendations for improvement will be produced by the end of February 2010.

District Governance & Decision Making Assessment Process

Step 1: DAS Leadership Summit Survey on District-wide Governance (September 2009)
The Fall DAS Leadership Summit will feature a breakout panel on the topic of district-wide governance. In conjunction with this activity, a brief survey on the effectiveness of District-wide governance and decision making will be completed by approximately 160 college and District leaders attending the Summit event. The results of this survey will be used to inform the final assessment report.

Step 2: Survey of Stakeholder Groups (October—November 2009)
All stakeholder groups (including the Cabinet, the three major administrative councils, the DAS, the collective bargaining units, and the Student Affairs Council) will be asked to complete a similar survey on the effectiveness of District-wide governance and decision making. The results of this survey will be used to inform the final assessment report.

Step 3: Governance Committee Self Evaluation (November 2009—January 2010)
The major District-wide governance and decision making committees will be asked to complete a formal self evaluation that will include input from the above surveys, formal assessments of stakeholder participation and committee achievements in light of the District mission. These committees will include the District Budget Committee, the District Planning Committee, the District Bond Steering Committee, and others identified by the District Planning Committee. Each of these committees will submit a formal self assessment to the DPC with a plan for improvement. These plans will be presented to the Board of Trustees during their annual goal-setting retreat in early 2010.

Step 4: District Governance Assessment Report (January 2010)
The District Planning Committee will compile the results of these assessments and surveys and will develop a series of recommendations for improving district-wide governance which will be presented to the Board for review in approval in early 2010.
**Recommendation 2: Assess Delineation of District/College Roles & Responsibilities**

In order to improve, both the district and the college need to *evaluate the consistent adherence in practice to the recently developed delineation of operational responsibilities and functions.*

This recommendation asks us to evaluate the accuracy of the “District/College Functional Map” that describes the division of roles and responsibilities of the Board, the District Office, district-wide committees, and the colleges. A seven step process is proposed for addressing this recommendation. The overall goal of this process will be the revision of the current “Functional Map” document, its review by critical stakeholder groups, and its formal adoption by the Board of Trustees prior to the Cityside Follow-up Report team visits in March 2010. This process will be overseen by the District Planning and Research Committees. It is critical that stakeholder and college-level review and input be documented—and that improvements be made in the current “Functional Map” to make it both more accurate and more usable.

**“Functional Map” Revision Process**

**Step 1: Update District Office Service Outcomes** (September-October 7, 2009)
District Office units will review their sections of the District Office Service Outcomes to check them for accuracy, to simplify and condense descriptions of functions when possible, and to assure that effectiveness/outcome measures are feasible and appropriate. These revisions will make up the major part of the revised Functional Map.

**Step 2: Update all District-wide Committee Descriptions** (September-October 15, 2009)
All sections of the current FM will be sent back to relevant units, committees, etc. for review and revision. Committees will update their membership, meeting times, charges, etc. on templates.

**Step 3: Augment Sections on District-wide Planning and Decision Making** (September-October 15)
New segments will be drafted documenting district-wide planning and decision-making processes. Sections will also be included documenting all district-wide consultative processes and detailing the consultative roles of the District Academic Senate, the AFT faculty and staff guilds, etc.

**Step 4: Survey District Office User Groups** (October 2009—December 2009)
Once revised, the District Office Service Outcomes sections of the FM will be formally reviewed and critiqued by appropriate administrative, faculty, staff, and student user groups. For example, the DOSO section for the Division of Educational and Student Support Services will be reviewed and critiqued by the CIO and CSSO councils and by the DAS Executive Committee. Each District Office administrative unit will designate appropriate user groups for this purpose, and each user group will be asked to certify, in committee or council minutes, the results of their reviews.

**Step 5: Complete District Office User Satisfaction Surveys** (October 2009—December 2009)
District Office administrative units will continue to compile the results of the user satisfaction surveys they initiated over the past nine months. These will be digested in a single report in late December.

**Step 6: Fall DAS Summit & AFT Chairs Retreat Surveys** (September—October 2009)
College and District leaders will complete a brief survey at the fall Leadership Summit evaluating the two-page description of the division of college and district functions. Department Chairs participating in the AFT Chair Retreat will be asked to complete the same survey. The results of these surveys will be used to inform the revision of the FM later in the term.

**Step 7: Final Review of Revised Functional Map** (December 2009—March 2010)
The final revised Functional Map will be presented for review to all stakeholder groups and committees, and will be discussed at “leadership team” meetings at all nine colleges before going to the Board for approval.