

**Glendale Community College
Survey of Governance and Non-Governance Committees 2014
Response to Items on Mission**

Survey Item:

1. How is the committee performing? Please explain the manner in which the committee's mission supports the overall mission of the college, as well as student learning.

Academic Affairs

A motion was made, seconded and carried to report to the administration that the Academic Affairs Committee meets the mission of the college and functions effectively.

Baja Advisory Committee

The Baja Advisory Committee meets once per semester, reviews program evaluations, field station reports, and class offerings, and makes recommendations to the Program Directors, who report to Academic Affairs. The Baja Advisory Committee supports the program in order to help it fulfill its role in **promoting global awareness and personal responsibility**. The committee includes representatives from administration, classified staff, faculty, and student government, who help us to maintain a program that is **open to the diversity of the human experience**. Most of our classes are **transferable** and get credit as IGETC or GE. We insist on **rigorous academic standards and support innovative learning experiences**, which are further enhanced by the field experience in Baja. Several of the ILOs are assessed using student evaluations and presented in our Program Review.

Basic Skills

Projects funded by Basic Skills support the mission statement's function of providing Pre-Collegiate Basic Skills to our students. These projects also enhance and support student learning.

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Campus Development

I think that the committee is doing well thus far. The mission of the committee is as follows:

“The Mission of the Campus Development Committee is to provide input into decisions relating to the function and appearance of the District's facilities. The Committee reviews the annual Five year Capital Construction Plan, the Scheduled Maintenance Plan, oversees the periodic review of the District's Facilities Master Plan and, as need, establishes a Facilities Task Force to address specific facility needs. The Committee also has the responsibility of allocating funds, as determined by the annual budget process, for minor renovations and upgrades.”

Thus far, the committee's main focus is on issues relating to the new student services building and beautifying surround areas.

The committee's mission supports the college's mission in overseeing the construction of the new student services building that will house offices and resources to support the students. The building will be equipped with new and innovative technology to accommodate student needs and thus improve overall student performance and success at the college.

1. The committee is performing well with regular meetings and consistently meeting quorum; business is being conducted.

Tied to the District Mission Statement the Campus Development Committee supports the mission through its planning of student services facilities, i.e. the new building, through the facilities master plan and through collaborative efforts with the students and the various departments/areas of the campus.

The Campus Development Committee is one of the most well-run and well-organized governance committees. The business of the committee is consistent with the goals and mission of the committee. The committee is well-represented by different campus constituents, including professionals outside the college who have a contractual relationship with the college. Committee members are respectful and professional.

Campus Executive Committee

The committee agreed that the Campus Executive Committee mission supports the overall mission of the college. Being the highest governance committee on campus, the Campus Executive Committee agreed that communication can always be improved upon. The committee will review how recommendations made in Campus Executive are being disseminated back to the campus.

Campuswide Computer Coordinating Committee

The 4Cs is following its stated mission.

The 4Cs supports the overall mission of the college by promoting communication about campus-wide policy and planning efforts for the use of computers and information technology (IT). The 4Cs promotes the use of technology to support student learning and as a way for students to reach their educational goals in an efficient and timely manner.

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Curriculum & Instruction Committee

All survey responses indicated that the committee is performing well and supporting the mission of the college. Here are some narrative responses:

C&I Committee's mission is congruent with the College's mission in ways that meet the needs of the students' educational goals, by having course outlines meet the current needs of the students. Ultimately this helps meet the goals of supporting the community's economic needs.

6/5/2014 11:40 AM View respondent's answers

The committee really tries to ensure a minimum standard for the courses and keep everything consistent. Unfortunately, the committee is seen as a hurdle rather than an asset and attitudes follow that sentiment.

5/30/2014 12:00 PM View respondent's answers

review new course and program proposals, as well as changes to existing curricula, to ensure these changes are appropriate, affordable, desirable, and consistent with the mission of the college

Governance Review Committee

Performance: Well.

The GRC monitors and promotes shared governance as described in Administrative Regulation 2511 with the goal of encouraging widespread discussion and participation in achieving the mission of the college. Specifically, we indirectly address the objectives and goals of the college's mission.

Institutional Planning Coordination Committee

The committee is functioning well. Substantial progress has been made over the last few years in integrating processes for planning, assessment, program review, accreditation, and resource allocation. This was recognized by having satisfied the accreditation standards in reaching a sustainable state.

The committee supports student learning by clarifying and improving planning processes with the goal of improving student learning. The committee supports student learning in its structure, by including faculty and others responsible for the assessment cycle: The SLO Coordinator, SLO Database Coordinator, Academic Senate President, and others directly involved in student learning are members of the IPCC. The committee coordinates planning by resolving timeline discrepancies among the different college plans as well as ensuring coherence in content between them. It monitors and reports on progress in plans' implementation. It coordinates processes for assessing learning outcomes and works to improve the integration of planning and assessment. IPCC also supports student learning by ensuring that programs are run efficiently through program review processes; that SLOs are developed and implemented in 100% of courses and programs to ensure quality of learning.

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Library and Information Competency Committee

As part of this exercise, the committee reviewed and (re)approved its mission statement. The committee supports information competency, which is one of GCC's institutional learning outcomes, and part of its mission statement. The library also provides learning support, which is part of the college's mission.

The committee performs well. It meets regularly and information related to the functioning of the library is shared. Discussions related to improving library services and outreach are common.

Noncredit Student Success and Support Program Committee

Overall, the committee is performing very well. We are directly and meaningfully serving students and helping the community with the programs and services provided by the Continuing Education program, which the committee supports. We are directly supporting the mission of the college, especially with noncredit student transfers to the credit campus.

Safety Committee

The Safety Committee is performing well. The committee is constantly working on or completing tasks and action items related to safety, for example:

- Task forces or ad hoc groups are convened to address safety issues and make recommendations (e.g. Campus Safety & Awareness Campaign, Emergency Operations Plan, Student Injury Reduction in CTE, AB 1088 Review and Compliance);**
- Provision of recommendations for repair or replacement of unsafe equipment or locations (e.g. swap meet sign placement adjusted, replacement of Studio Arts Department aged, dangerous table saw, re-painting of the Verdugo Gym outside steps for high visibility, replacement of aged golf hitting facility nets);**
- The Risk Manager is a resource member to the committee and is on call to the District to consult on any necessary safety issues;**
- The VP of Administrative Services, the Director of Facilities, the Chief of Police, and the Director of the Health Center are committee members. These individuals are very receptive to the committee's recommendations, which results in effective management of health and safety issues by these critical departments.**
- The ASGCC representatives to the committee always take an active role in committee participation**

The Safety Committee's mission supports the overall mission of the college and student learning by proactively addressing health and safety issues in order to provide opportunities for student learning and student success within a safe environment (the GCC District campuses and facilities). The committee works to address and remediate health and safety issues in order to encourage safe participation in learning and to improve the overall experience of students, faculty and staff (and others) at GCC.

Scholars Advisory Committee

The consensus was that the committee is doing its job overall. Some committee members were not completely clear about the nature of this question, though the committee generally agreed that the Scholars Program, and the Scholars Advisory Committee, seeks to serve student learning and the college's mission.

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Service Learning Committee

The committee is performing well. The meeting agendas contain relevant information and discussion items that contribute to the overall quality of the Center for Student Involvement and its programs. Committee members have opportunity to give meaningful input on a variety of issues (example: the committee made significant additions to the student survey that provides the basis for the CSI program review/evaluation and SLO assessment). Additionally, the committee helps expand the knowledge and awareness of service learning among faculty, staff, and students.

Students are learning about civic engagement, volunteerism, careers, diversity and other issues in support of the college's mission, particularly the commitment to providing students with "innovative learning experiences that enhance and sustain the cultural, intellectual, and economic vitality of the community," and promote "communication, critical thinking, information competency, quantitative reasoning, global awareness, personal responsibility, and application of knowledge."

Staff Development Committee

The Staff Development Committee operates to coordinate and track professional development for faculty, classified staff, and administration at Glendale Community College. Faculty professional development is mandated by the State and monitored through the Chancellor's office, so the work of the Committee is directly linked to Accreditation requirements. In addition, instructional professional development is essential for keeping all faculty aware of new instructional pedagogies, innovative technologies, developments in distance education, as well as staying current in their instructional disciplines. It is through instructional professional development that our faculty can incorporate new modes of course design to ensure student learning.

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Student Affairs Committee

Overall the committee performs quite well with all members contributing to various agenda items presented at meetings. Topics discussed are always directed to student learning and success. The committee puts students first when making policy decisions, and everyone has a chance to express their opinions at meetings. The information given is informative and helps members make well informed suggestions and decisions for the improvement to the Student Services programs. Discussions are always civil and respectful.

The committee's mission directly supports the overall mission of the college as well as student learning. GCC's mission statement includes the following language:

As part of its mission, Glendale Community College is committed to student success by promoting:

- **student services**, learning support, and state of the art technology that enable students to reach their educational goals in an efficient and timely manner.

The committee's mission is to directly support student services as is noted in the committee's mission statement:

*The Student Affairs Committee recommends plans, policies, and procedures to the Executive Committee in support of the **student services** that assist students in attaining their educational objectives.*

Activities:

1. *Develops the Student Services component of the College's various Master Plans*
2. *Prioritizes budget recommendations for the Student Services area*
3. *Reviews and recommends policies and regulations relating to students*
4. *Oversees the effectiveness of Student Services*
5. *Maintains responsibility for the college catalog.*

The activities listed above directly support student learning as they each directly affect student achievement and success.

The following are examples of some of the committee's accomplishments from the 2013/2014 academic year which directly relate to the provisions put forth in the committee's mission statement:

- Establishment of new Enrollment Priorities as mandated by the Student Success Act of 2012.
- Recommendation of HigherOne to provide student debit cards.
- Increase in short session enrollment limit from 7 to 8 units to expedite the students' goal attainment.
- Change of registration timelines to allow for earlier application and enrollment in courses.
- Changed student work study limit from 5 years to 6 semesters in order to allow more students to benefit from on-campus employment opportunities.
- Discussion on parking issues led to an increased number of daily permit kiosks, as well as other ways to encourage students purchase permits prior to the beginning of instructional sessions.

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Student Fees Committee

- The Committee annually reviews all student fees.
- The Committee supports the mission of the College but we do not have a direct effect on student learning. Indirectly, the ASB fee allows the student to participate in campus life while the Student Picture ID fee facilitates interaction with the Library, the Learning Center and various computer labs on campus.

Study Abroad Committee

In the past the committee has functioned extremely well and with great efficiency. Currently due to the lack of a director the program is not functioning optimally.

Long-term members of the committee feel strongly that the committee has always made effective and well considered decisions regarding programs and staff. In addition, during difficult economic times, the committee advocated for the importance and value of the Study Abroad program in supporting active and experiential learning for our students.

Web Oversight Committee

The Web Oversight Committee supports the mission of the college by promoting communication, awareness and the openness of information through the use of Glendale Community College's web services.

The Web Oversight Committee supports student learning by ensuring access to Web Information Systems by recommendations for plans, policies and procedures.