Annual Governance Reflection – 2020-21

Since spring 2016, each shared governance group has been asked to conduct an annual reflection on its processes, through three targeted questions. The results of the reflections are published annually in the Educational Master Plan Update and help inform the college's planning processes. These questions replaced a previous Annual Governance Assessment Survey.

Question 1. Reflecting on the work of your governance group over the past year, how did this work help fulfill our mission, values, strategic initiatives, Institutional Core Competencies, and commitment to equity?

Academic Senate

Proposed update of Constitution and By-Laws includes voting membership for areas where faculty are assigned outside of academic divisions, including 25 embedded counselors, many of whom serve student equity-focused programs that aim to close racial/ethnic success gaps. In addition, the update includes the addition of associate membership for racial/ethnic affinity group representatives. Regular committee reports from DASG, Equity Action Council, Guided Pathways, along with Instructional Planning and Budget Team and College Council and input is given on processes of decision-making around resource allocation and Shared Governance Task Force Approved Credit For Prior Learning district policy (AP4235) which gives students more options to earn Credit For Prior Learning Supported adding affinity group member votes for Instructional Planning and Budget Team as well as for College Council Featured Academic Senate presentations on Foster Youth/Youth In Care; LGBTQI identified students Founded Arts & Activism series at De Anza, cosponsored by many organizations Engaged in Values Reflection Activity led by Edmundo Norte at 1/25/21 meeting Passed Resolution for Juneteenth at 2/8/21 meeting Passed Resolution in support of creating an Affordable Housing Task Force at 3/15/21 meeting Student Learning Outcomes Reflection Questions this year focus on equity & the SLO Convocation brought faculty across disciplines in dialogue to discuss the questions Discussions around online learning, and Return To Campus planning and centering equity and students' needs (Athletics).

Administrative Services Planning and Budget Team (APBT)

Wide rages of representation from various groups including students, faculty and administrative services staff. Clarity on function of committee regarding reporting and decision making.

Campus Facilities

Classified Senate

College Council

College Planning Committee (CPC)

Curriculum Committee

De Anza Student Body (DASB)

(EQUITY) we increased our allocations for most equity programs such that 70% ($245, 534) of our Fund 41 Non Operational budget, and almost a quarter of our whole Fund 41 budget, for the next year is dedicated to equity programs. Despite the budget decline, we did not cut funding for programs unless we felt that it would increase institutional support for that program. (MISSION) all Finance Senators represented DASG on the college's budget teams, which allowed us to better prioritize funding for programs that supplement the college experience. (STRATEGIC INITIATIVES) We also advocated to increase student representation on these budget teams, advocated against section reductions, and advocated to increase several class offerings for Spring 2021 that affects student's progress.

Equity Action Council (EAC)

Instructional Planning and Budget Team (IPBT)

Focus this past year has been equity and our values as they relate to equity. The activity facilitated by Edmundo called Social Justice Creation Stories (November 10, 2020) fostered respect and appreciation for the views of others.   Deep discussion surrounding definitions of equity-focused words: "Building a Common Language". Embraced choosing to fund 9 equity-focused positions. Committee's decision to add six members from affinity groups. Committee's decision to add Tri-Chair. Decision to include a total of four students. Two of the students are non-DASG students chosen from equity groups.

Student Learning Outcomes (SLO) Committee

Opening Days Workshop (Oct) Examining Meaningful Assessments to Lower the Equity Gap was presented by SLO Core Team Eighth Annual SLO Symposium: SLO Core Team presented "Authentic Assessments" First Year Experience – SLO Coordinator presented workshop on Introduction to Student Learning Outcome Work at De Anza College to new full-time faculty. SLO Core Team was point group for Equity Reflection Questions. These were completed by instructional and student service areas. Responses are available on Office 365 shared drive. For Student Service Outcome Assessments: SSLO coordinator is working with Student Service areas to implement CAS Standards SLO Coordinator is researching and working with eLumen staff to strategize implementation of eLumen for collecting SLO course assessments and mapping to ISLOs and Program Level Outcomes Microsoft Forms were created to collect SLO assessments and SSLO assessments.

Student Services Planning and Budget Team (SSPBT)

Consistent with college vision, mission, values, strategic initiatives, and institutional core competencies, SSPBT identified three main areas of focus for the 2020-21 academic year: - Student Equity, Retention, and Student Success - Guided Pathways - Student Centered Funding Formula SSPBT was engaged throughout the year through presentations, discussions, and information sharing in each of these areas. Many of these presentations utilized data from Institutional Research, breaking down areas that need to be addressed in regards to equity and had plans in place to follow-up in these areas. In addition, the group engaged in

completing the shared governance survey, discussions regarding proposed budget cuts and making recommendations. Members provided ongoing updates at each meeting which kept everyone informed as well as taking that information back to their respective constituencies. SSPBT has a standing agenda item for updates to College Council, which provided opportunity for information to be shared with the college-wide shared governance body.

Technology Committee

Concluding the previous Tech Plan, which was based on an equity. The committee approached the Tech Plan and its goals through the lens of equity.

Question 2. Reflecting on your governance group's processes and practices over the past year, please identify what has been working and what changes you plan to implement over the next academic year to ensure continuous improvement.

Academic Senate

What's been working: 1. Getting through agendas effectively and coming up with effective and efficient use of Robert's Rules of Order 2. Deep discussion of Constitution 3. Transparent announcements to all faculty of all opportunities to serve on Academic Senate appointed committees 4. Empowering student DASG voice/input in Academic Senate meetings and mentoring of DASG students Things to implement for continuous improvement: 1. Have triads be a regular part of agenda item discussions—and rotate people randomly into the triads to come back to discuss. 2. Invite more faculty reps to contribute items to the agenda—what would you like to see on the agenda? 3. A more concrete onboarding process for how Academic Senate works 4. Hyflex modality for meetings that continues enabling participation via Zoom 5. Empowering Senators to be more active in the meetings, including: a) bringing business to put on the agenda; b) agendize Senators giving reports on department/division during meetings; c) more opportunities to meet in triads 6. More conversations about urgent/timely issues such as Return to campus policies 7. More community building activities such as icebreakers and pair shares at the start and end of meetings 8. Continue mentoring DASG associate members

Administrative Planning and Budget Team (APBT)

As far as student representatives (DASG) being on APBT, student representatives (Jeffrey Kasprow & Anthony Nguyen) never felt any sort of disconnect between the shared governance and our student body. Things that helped bridge this connection: APBT mentors for the transition in beginning of the year clarified lots of things that student representatives were confused about Ex: Breakdown of various accounts/terms that were part of the 4.5 million dollar budget discussion Ex: Breakdown of CARES Act reports Inclusion in decision making process like the RFP Easy communication Improvements that current APBT student reps think can make this transition even easier & better for new student reps are: Having APBT assigned mentors reach out to the new student reps or vice versa as soon as DASG gives out shared governance assignments to Senators. This is to ensure that both APBT and new student reps will get the ball rolling faster.

De Anza Student Body (DASG)

We are one of the only shared governances to adhere strictly to the Brown Act, which makes meetings more accessible to the public. However, we still do not have direct access to our constituents (students) which is also related to #3.

Equity Action Council (EAC)

Instructional Planning and Budget Team (IPBT)

The College has made a commitment to restructure shared governance. Thus, what IPBT will be next year will depend on the findings from the Shared Governance Task Force.   We have begun a process for reflecting on the structure of our planning and budgeting teams and plan to continue exploring new forms of shared governance. We attempted on-boarding with a presentation to assist the task of position prioritization. We had partial success. Need more work in on-boarding. Update our discussion processes to be inclusive of all groups. The process for developing 2020-21 Year of Reflection Guiding Questions worked well.

Student Learning Outcomes (SLO) Committee

SLO Core Team engages in good on-going conversations internally for us to assist the college in developing strategies for the College to reach equity goals. Need to develop actionable goals to ensure that assessments are continuing and are being documented. Implement eLumen to collect and document assessments.

Student Services Planning and Budget Team (SSPBT)

Active participation from members and being able to share information, ask questions, and taking information back to their constituencies for feedback has been helpful. Membership includes faculty and staff from student services and from other areas on campus as well to include varied points of view. This year we had continuous attendance by our DASG members who engaged in our discussions and dispersed information to their constituencies as well. Posting membership information, meeting dates, agenda, notes, and other relevant information provides easy accessibility to this information to all. The governance handbook is also posted for easy reference.

Technology Committee

Refined and improved the new Tech Plan goals and collectively worked to make more broadly yet well understood goals. One of the new Tech Plan goals is to improve communication with ETS and the process through which goals are accomplished.

Question 3. Reflecting on your groups' ability to disseminate information to its stakeholders, what are some strengths and weaknesses in regards to ensuring that all stakeholders are informed of the committee's activities, processes, policies and decisions? How can you improve your process for information dissemination next year?

Academic Senate

Strengths: Secretary So Kam Lee's Academic Senate notes have been clear/informative. Area of growth: Needs in one part of campus are not known in another part of campus—seek ideas for how to improve this and have more information sharing. Suggestions for improvement Campus-wide forums (quarterly) Possibly reviving an AS Newsletter

Administrative Services Planning and Budget Team (APBT)

Committee members were routinely reminded to gather feedback and bring the information back to our respective constituencies to ensure the work of APBT is shared widely.

Campus Facilities

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De Anza Student Body (DASG)

We need an official way to get information out to all students. We currently only have social media sites and our website but they require that students come to our sites to get the information. We need a more direct method to communication with all currently enrolled students while also not spamming them.

Equity Action Council (EAC)

Instructional Planning and Budget Team (IPBT)

• Publish the meeting Zoom on the IPBT website • Ensure that agendas and minutes are posted days before the meeting itself • We already identified earlier this year that some groups were not given the time they requested to disseminate information to their constituencies. We implemented a rule to not vote on anything the day it was presented in order to facilitate easier communication.

Student Learning Outcomes (SLO) Committee

Develop training materials for implementation of eLumen as an assessment gathering tool. Move forward Canvas embedded and on website with generic equity-minded student assessment. In pandemic we were in-tune with the fact that faculty, staff and administrators were doing everything via Zoom. We mutated our

usual events to be supportive. Continue to support Guided Pathways to intertwine course SLO assessments with GP work.

Student Services Planning and Budget Team (SSPBT)

The SSPBT website is updated regularly with meeting dates, agenda, meeting notes, links to presentations, and other relevant information. If an agenda item will need to be discussed and/or acted on, members are often notified a couple days before the meeting so they can prepare. Members are encouraged and frequently reminded to share information from the meetings with their constituency as well as share information from their areas with the group to ensure information is disseminated among stakeholders. These practices will continue to ensure robust information sharing.

Technology Committee

Standing reports in other committees. Added a tri-chair (representing Classified Senate) to ensure leadership from classified professionals.