

## **Governance Review Committee**

### **Evaluation Process Pilot**

#### BACKGROUND

The decision-making processes at Gavilan College are designed in accordance with AB 1725. The process ensures that decisions are well informed, support the effective and efficient function of the college, and are made by those who are accountable for the results and with the participation of those who can best contribute to their implementation. Furthermore, the ACCJC guidelines in Standard IV.A.5 state: “Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.” The guidelines further state in Standard IV.A.7 that the “leadership roles and the institution’s governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.” In an effort to have a means and ensure the effectiveness and integrity of the college, a Governance Review Subcommittee was created.

As stated in the Gavilan College Organization and Governance Handbook, the Governance Review Subcommittee (GRS) guides the entire shared governance structure for the college. The GRS will be a subcommittee of the President’s Council. The subcommittee guides, monitors, and evaluates the shared governance process at Gavilan College. The subcommittee is dedicated to:

1. Conduct periodic shared governance committee and council evaluations;
2. Recommend shared governance changes and revisions based on recommendations of committees and/or constituencies;
3. Monitor shared governance committee charges;
4. Ensure processes are transparent and open;
5. Adhere to operational guidelines as presented in the *Gavilan College Organization and Governance Handbook*;
6. Support committees to be accountable for meeting their charges;
7. Ensure committees are reflective of Gavilan College’s Educational Master Plan, Strategic Plan, Mission, and all integrated planning documents and guided pathway models;
8. Ensure the college maintains an active participatory governance system.

The Governance Review Subcommittee makes recommendations to President’s Council concerning overall shared governance structure. President’s Council has the final decision-making authority with recommendations forwarded by the Governance Review Subcommittee.

## APPROACH

The evaluation of the college wide shared governance structure helps to improve the alignment between Board Policy, the accreditation standards, and student success. The self-assessment instrument which is used for this evaluation is also consistent with the content of the Gavilan College Organization and Governance Handbook. This assessment system for evaluating the college wide administration and governance structures is an annual process, and is as follows:

1. **Self-Assessment.** Each of the college's Shared Governance Standing Committees, Operational Committees, Ad hoc Committees, subcommittees, and task forces will participate in a self-assessment process. The self-assessment process will give the groups the opportunity to review the Gavilan College Organization and Governance Handbook and to ensure its group is in compliance.
2. **Review.** The Governance Review Subcommittee will review the self-assessment forms, discuss the results of the assessment, and formulate recommendations to President's Council.
3. **Outcomes Reporting and Action Planning.** The Governance Review Subcommittee will report to President's Council and provide recommendations for President's Council to approve, including any appropriate follow-up that the groups being reviewed need to undertake as well as any action planning to help the group to be in compliance.
4. **Process Review.** The Governance Review Subcommittee will review what worked in the process and adjust accordingly to meet the changing needs and dynamics of the institution.