Committee Review Work Group
Recommendations

Background

As part of the COCC Strategic Planning process, the College hosted summits in which all employees were asked to list potential activities supporting strategic planning initiatives. Activities were prioritized by each of the Strategic Plan Goal Work Groups. In reviewing potential activities, it became clear to the Institutional Efficiency Goal Work Group (IE GWG) that reviewing COCC's committee structure, responsibilities and membership was a priority for the College and as such, it was one of five prioritized activities for the IE goal area.

Additionally, accreditation evaluators noted a concern expressed by many at the College regarding the large number of committees and committee decision-making authority.

The IE GWG convened a Committee Review Work Group (CRWG) in winter 2020. Members are Alicia Moore, IE GWG member and CRWG chair; Kirsten Hostetler, policy committee representative; Steve Broadbent, advisory committee representative; Jared Forell, administrative committee representative; Stacey Donohue, Shared Governance representative; and Colette Hansen, Cindy Jefferies, and Amy Wheary, at-large representatives.

COCC Committee Review Work Group Charge and Scope

The Institutional Efficiency Goal Area convened a work group to review the COCC's committee structure, responsibilities, and decision-making processes. Committees under review include policy, advisory, administrative, ad hoc and work groups; it does not include employee groups such as the Senior Leadership Team and employee associations.

COCC Committee Review Work Group Goals

- Clearly communicate committee authority and responsibility;
- Employees can easily determine which committees are responsible for what types decisions; and
- Committee membership is appropriate to their authority and responsibility and recognizes COCC's commitment to shared governance.

COCC Committee Structure: Current and Proposed

See attached graphic to show each COCC committee/work group and who it reports to, for both the current and proposed structure.

Recommendations

General

Change "Work Groups" to "Employee Groups" on the COCC Committee web page. When other changes to committees are made, this section will only include those groups convened as employee associations and campus leadership teams. The purpose of providing this information is solely for tracking membership on each team. No College Affairs action needed for this change.

Committees

Committee	Action	Rationale	College Affairs Action Needed?
Academic Affairs	Delete student, CTE, ChairMoot, and IT representatives.	While it is occasionally helpful to have these representatives in attendance, their knowledge base is only needed sporadically. Instead of asking them to attend every meeting, AA will reach out as needed for their expertise.	Yes
Accreditation Coordinating Team	Remove as committee, shift to work group, convene as needed.	ACT does not meet on a regular basis and its membership needs flexibility to adapt to changes in accreditation standards, report writing requirements, and site visit requirements.	Yes
Art Acquisition Committee	Add charge to web page	Provide greater transparency as to scope of responsibility.	No
ASCOCC Advisory Committee	Delete and shift responsibilities to Student Affairs Committee.	This committee was formed in response to specific needs at the time it was formed. It has not met since. If it does need to meet in the future, the Student Affairs Committee can absorb these responsibilities.	Yes
ASCOCC Appointment Committee	Delete and shift responsibilities to Student Affairs Committee	This committee was formed in response to a need to redesign how students become involved in ASCOCC leadership positions. It only meets once or twice per year and its responsibilities can shift to the Student Affairs Committee.	Yes
Career and Technical Education (CTE) Council	Shift to an administrative committee	It is currently listed as an ad hoc committee, implying it only meets as needed. Recommend shifting it to an administrative committee as it meets on a regular basis.	Yes
Celebration of Academic Excellence	Remove as a committee and shift oversight to a TBD department (either Admissions & Records or	Shifting to a department better aligns event-planning skill sets with committee activities	Yes

	someone in Instructional Administration) for coordination. Will ask for two to three faculty volunteers to help with the work each year. Recommendation would be pending approval of a 2021-22 budget request cover event costs.	(feedback from committee members is that this is a big learning curve for new members).	
Citation Appeals	• Add to GP Manual, including charge • Eliminate one student position, one classified position, and one CPS position.	It is an on-going committee and adding it to the GP manual will allow the College to better track its purpose and membership. Eliminating the positions is recommended in order to better align with the scope of their work and have equal representation from different employee groups.	Yes
College Affairs	Recommend meeting more frequently Change student position 1 to be the ASCOCC president	Several individuals or groups expressed frustration in the length of time it takes to move new policies through the College's process, especially with committees that only meet monthly. Scheduling meetings more frequently, especially during spring term, would help with these concerns. The CRWG reviewed all student positions and given the nature of College Affairs, feels it is important the ASCOCC President be engaged at a College leadership level.	No Yes
College Community Development Committee (CCDC)	Have Director of Human Resources serve as a standing member	Having the Director of Human Resources as a standing member of this committee will bring institutional-level leadership to their work. Additionally, the budget for this committee reports to the Director of HR, so having this connection will be helpful to good fiscal management.	Yes

Concerns – Student	Delete; see Student Affairs Committee	To the best of anyone's recollection, this committee has met only two times in the past ten years. Given the infrequency of these meetings, recommend shifting responsibilities to the Student Affairs Committee.	Yes
Concerns – Employee	Adapt charge and add membership to GP manual; only convene if needed.	To the best of anyone's recollection, this committee has met only two times in the past ten years. Therefore, recommend it become its own ad hoc committee reporting to the Director of HR who convenes a team when needed. New charge and membership TBD.	Yes
Curriculum Committee	Eliminate student position	Feedback from prior year ASCOCC teams was that this committee did not frequently benefit from student input and much of CC's work was guided by complex institutional and State regulations, something challenging to master without experience.	Yes
Facilities Advisory Committee	Shift student government positions to student at-large position (see student appointment process recommendation below).	See student appointment process recommendation below.	Yes
Institutional Review Board (IRB)	Add as an administrative committee.	IRB was approved by College Affairs in June 2015 but never added to the GP manual. However, the type of committee/work group was not identified at that time. Its scope of responsibilities aligns with other administrative committees.	Yes
Naming	Remove from the committee matrix.	This is a COCC Board of Directors' Committee and not a college committee. President to convene group when requested by the Board.	No
New Project Evaluation Team (NPET)	Change name to Technology Project Evaluation Team. See below for additional recommendations.	Provides greater clarity regarding this committee's scope of responsibility.	Yes
Safety Committee	Adjust charge to include who it reports to and that it is required per OSHA.	Provide greater clarity in scope of authority and why the committee is required.	Yes

Student Affairs	• Delete ASCOCC Advisory, ASCOCC Appointment Committee, Student Fee Committee and Student Concerns Committee and shift all responsibilities to Student Affairs • Eliminate one faculty position to keep the number of employee positions equally represented • Eliminate one student position • Shift Student Government position to be the Student Government – Director of Student Affairs position	The Student Affairs Committee has struggled for many for years to have substantive agenda items as key student policies (as opposed to practices) do not change with great regularity. Shifting other student-centric committee responsibilities helps with this concern, as well as keeps students as a central part of COCC's policy committee structure.	Yes
Student Fee Committee	Delete; see Student Affairs Committee		Yes
Sustainability	• Change membership to have two representatives from faculty, classified, administrators, and students so that the number of members better aligns with other committees • Students to be appointed via recommended student appointment process (see below)		Yes
Teaching and Learning Commons	Shift to the work group section of the committee web page.	The is a work group reporting to the Vice President of Instruction and is not an official college committee. Therefore, should be listed in the appropriate category.	No
Technology Advisory Committee (TAC)	Shift Student Government positions to Student At-Large position (see student appointment process recommendation below). See below for additional recommendations.		Yes
Technology Review Team (TRT)	Adjust charge to better reflect responsibilities and provide clarity in the differences between TRT and NPET. See below for additional recommendations.	See additional notes below.	Yes
Threat Assessment and Prevention Team (TAPT)	Eliminate as a standing committee and evaluate future options during 2020-21.	The group has not met in recent years and the need for such groups may either be absorbed by appropriate positions as a routine part of their	Yes

		work and/or redesigned through discussions during the coming year.	

TAC, NPET, TRT

In addition to the above, the CRWG engaged in lengthy discussions regarding the relationship between the Technology Advisory Team (TAC), New Project Evaluation Team (NPET), and Technology Review Team (TRT). While the CRWG was not able to come to consensus on a recommendation, it offers the following two suggestions:

- Keep committee structure as is but provide greater clarity in the charge for each, especially in regards to the differences between and scope of responsibility for NPET and TRT. Additionally, consider adding a Human Resources, Fiscal Services and Community Education representative to TRT given that their charge calls out these areas.Eliminate NPET and shift its responsibility for evaluating new technology projects to TAC. Keep TRT as is, but adjust their charge to focus on the technology aspects of the project and eliminate the focus on how the project will be funded. Consider adjusting TRT membership to align with adjusted charge.

Regardless of what decision is made, the group agreed that NPET and TRT charges needed updating to provide greater clarity on their scope of responsibility. Additionally, with an upcoming change in IT leadership, recommend revisiting this discussion in 2020-21 to allow the new Chief Information and Human Resources Officer to provide her leadership and desired direction for these teams.

Student Appointments to Committees

Currently, the majority of student appointments to committees are coordinated through the Associated Students of Central Oregon Community College (ASCOCC). As COCC's committees have grown in number, ASCOCC has struggled to fill all positions. Therefore, the CRWG recommends the following:

- Eliminate student positions from Academic Affairs, Citation Appeals, and Curriculum committees, as well as one student position from Student Affairs and Sustainability committees. In addition to the changes listed above, student representation remains for Art, Citation Appeals, College Affairs, College Planning and Assessment, Facilities Advisory, Student Affairs, Sustainability, Technology Advisory, Broadside Publications Board, Diversity, and Naming committees.

- Adjust student government positions as follows:
    - College Affairs = ASCOCC President
    - Students Affairs = At-Large
    - All remaining ASCOCC positions must serve one committee

- Facilities Advisory Committees keeps ASCOCC representatives as is, with all other student government positions shifting to an at-large student representative

- Shift the committee appointments process from ASCOCC to the Student Activities Coordinator, allowing for greater outreach to the general student population for those who may be interested in College leadership opportunities.

- Aside from positions dedicated for specific student government positions, appointments will be "at-large" and solicited from the entire credit student population.

- Pilot providing students with a $25/meeting stipend at the end of each quarter. Stipend funds will come from excess student fees and approved by the Vice President of Student Affairs. If the pilot is successful, change the Student Fee process to include an annual allocation for this expense.

Committee Communications

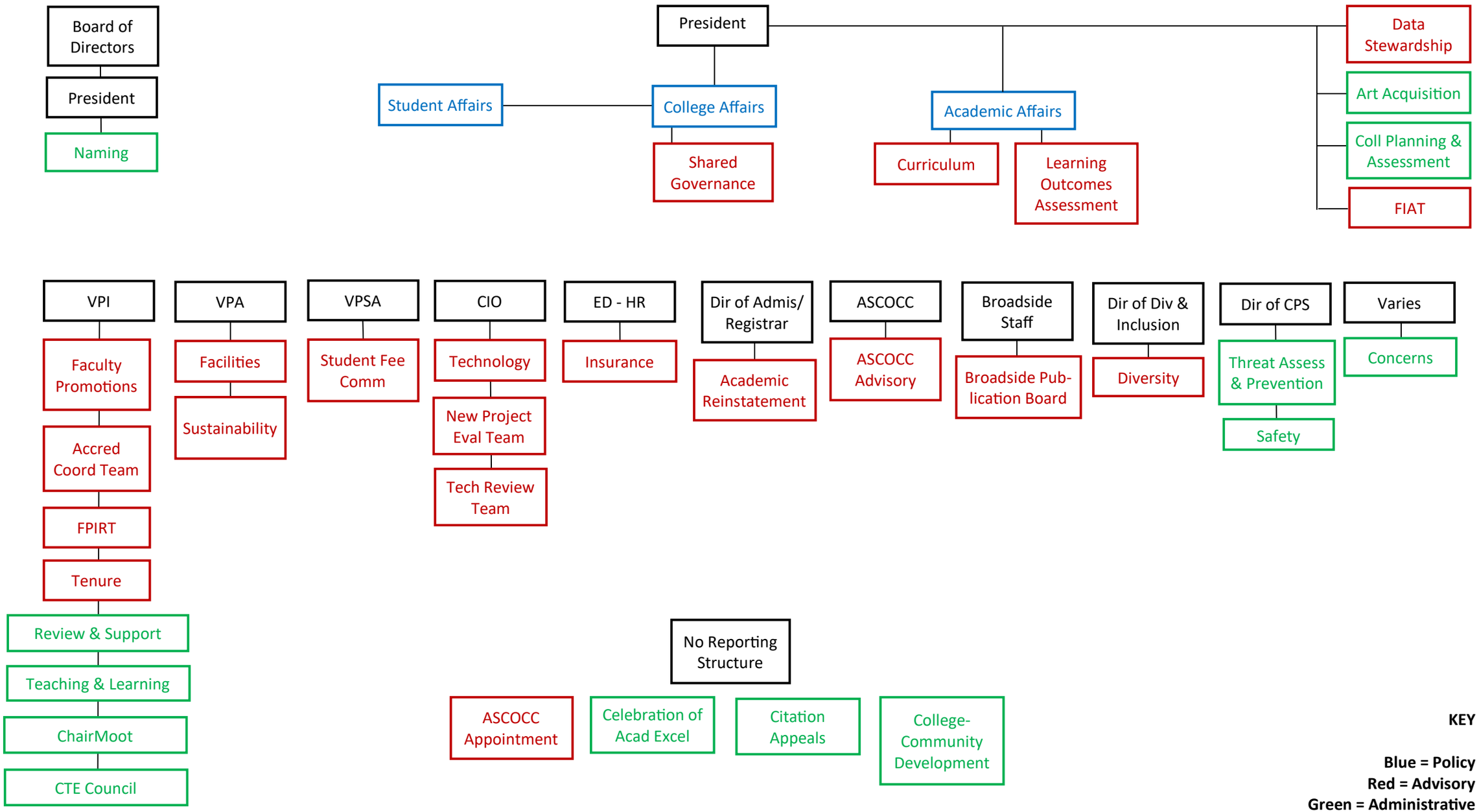
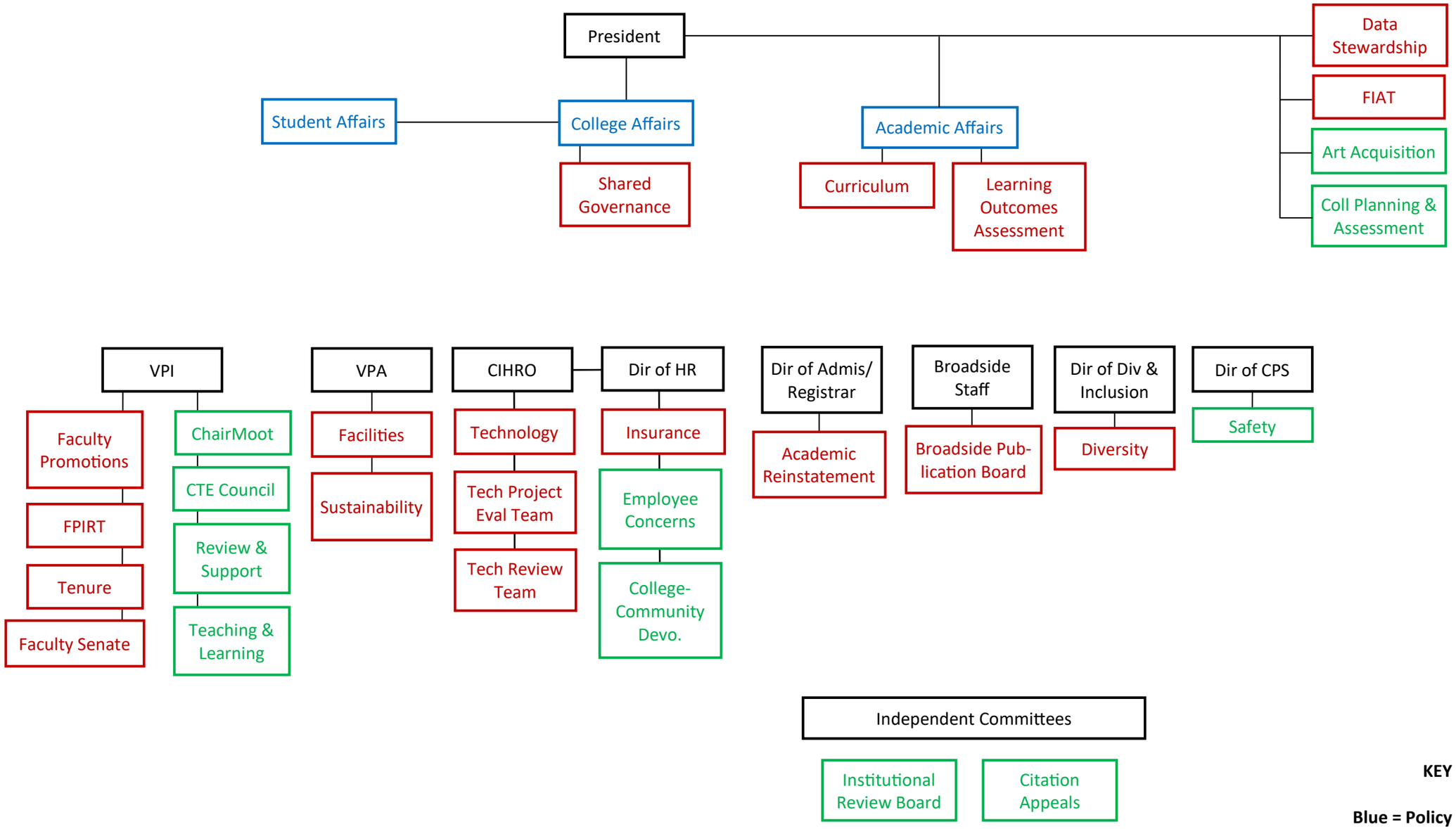
Determining methods for how committees should communicate information is beyond the scope of this work group. However, the work group noted that the following committees do not regularly post agenda and meeting notes and recommends they do so in an Outlook committee folder, in Bobcat Community, or on committee web pages.

Committee	Agenda	Minutes
Accreditation Coordinating Team	X	X
Art Committee	X	X
College Community Development Committee	X	X
College Planning and Assessment Team	X	X
Data Stewardship	X	
Diversity	X	X
Finance Internal Advisory Team	X	X
Insurance	X	X
New Project Evaluation Team	X	X
Safety Committee	X	X
Shared Governance	X	X
Sustainability	X	X
Technology Review Team	X	X

No changes

- Academic Reinstatement
- Broadside Publications Board
- College Planning and Assessment Team (CPAT)
- College Tenure
- Data Stewardship
- Diversity
- Professional Improvement Resource Team (PIRT)
- Learning Outcomes and Assessment
- Promotions
- Shared Governance (caveat that some responsibilities could shift pending potential organizational redesign should opportunities emerge)

COCC Committee Organizational Chart: Current



COCC Committee Organizational Chart: Proposed