

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE ANNUAL REPORT
2018-2019**

The Annual Report is a summary of actions taken by the Governance Review Committee (GRC) regarding governance practices at Glendale Community College. Please review the content of the report so that you are aware of decisions made which affect the operation of all governance committees.

Glendale Community College takes pride in our participatory governance system. As governance is an evolutionary process, we continue to improve upon it through feedback and suggestions.

New! Student Equity and Achievement Committee (*College Executive approval on 6/11/2019*)

Mission Statement

The Student Equity and Achievement (SEA) Committee reviews and makes recommendations to the College Executive Committee on institutional policies, procedures, and practices to advance the achievement of all students with an emphasis on eliminating achievement gaps for students from traditionally underrepresented groups through the following priorities:

1. Implementing Guided Pathways activities and practices pursuant to the District's Institutional Master Plan.
2. Ensuring that students complete their educational goals and defined course of study through the implementation of orientation, counseling and advising, referral to specialized support services, and other education planning services.
3. Providing quality curriculum, instruction, and support services to incoming students who are underprepared in English and mathematics to ensure that these students complete a course of study in a timely manner.

Meetings of this committee shall be open and may be attended by all interested parties.

Chairperson: shall be elected by the committee at the first meeting

Committee Representation - 20 voting members: constituent groups are in process of appointing representatives

Three committees, Basic Skills, Student Success and Support Program (3SP), and Noncredit Student Success and Support Program (NC3SP), have been replaced with the new Student Equity and Achievement Committee.

Revisions to Administrative Regulation 2511, the Governance Document:

- a. Revision to the "Communications & Operations" section, number 1:
*A "Call-for-Agenda-Items" is circulated by the committee chair to each committee member at least **five** days prior to the date of the meeting...*
- b. Revision to the "Communications & Operations" section, number 2:
*The agenda and related background material are distributed to committee members at least **three** days prior to the scheduled meeting.*
- c. Revision to the "Communications & Operations" section, number 8:
*Monthly reporting of motions and minutes.
The Governance Office sends out a schedule for reporting motions and minutes to committee chairs and minutes recorders, **which they are required to follow**. The schedule is also available*

online. The schedule ensures that all governance committee actions are included in the Governance Committees Summary Report for approval by College Executive. Governance subcommittees shall submit two documents, a motions report and minutes, to the respective standing committee ... (May 2, 2018)

IMPORTANT GOVERNANCE REMINDERS:

- Committee Chair and members refer to the Blue List for current member listing
<http://www.glendale.edu/bluelist>
- The committee reviews the mission statement of the committee and of the college
- Members know who appointed them and know when their term ends
- Committee members refer to the “Best Practices” which is available on the governance webpage
- Election of the committee chairperson at the first meeting, if applicable (all subcommittees should record in the minutes the election of a chairperson)
- Refer to Administrative Regulation 2511, the Governance Document for guidelines
- Representatives report back/communicate with the appropriate constituent leadership group after each meeting