

# Memorandum

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**TO:** Elizabeth Duenas  
President, Staff Senate

**FROM:** Dr. R. Ray D. Somera  
Vice President for Academic Affairs & Accreditation Liaison Officer

**SUBJECT:** Staff Senate Year-End Reports and Evidence

**DATE:** November 15, 2013

*In order to improve the effectiveness of participatory governance, the team recommends that the College evaluate existing governance policies and practices for faculty and students to ensure their opportunity for appropriate and ongoing participation in decision making. Additionally, the College should create and implement a corresponding formal structure for staff input and participation. The College should create and implement an evaluation process to examine the overall effectiveness of participatory governance policies and processes. (Standard IV.A.1, IV.A.2, IV.A.2.a, IV.A.3, IV.A.5)*

As part of our regular and ongoing self-evaluation processes, the College relies on the data and evidence available to support efforts to improve institutional effectiveness and document our progress in meeting the standards set forth by the Accrediting Commission for Community and Junior Colleges (ACCJC). The College's participatory governance structure provides the means for the broad participation by faculty, staff, administrators, and students in the decision-making processes that support student learning programs and services and improve institutional effectiveness. The valuable conversations, recommendations, and work of the committee members within each of the committees in our participatory governance structure demonstrate our commitment to excellence, teamwork, and student success.

To preserve the integrity and spirit of participatory governance, the documentation, recording and reporting of the Staff Senate's work is important. In addition to uploading Staff Senate meeting agendas, minutes, membership, and bylaws onto the MyGCC Staff Senate group page, please ensure that the Staff Senate has a narrative evaluation report at the end of each academic year discussing the progress made on Staff Senate goals, meeting attendance summaries, recommendations for the following academic year, and an analysis of the effectiveness of the Staff Senate in meeting its charge to the Academic Vice-President, in his role as the college's Accreditation Liaison Officer (ALO).

The Office of Assessment, Institutional Effectiveness & Research has a library of assessment reports that have been completed and are available on the MyGCC Accreditation 2018 Group.

Please feel free to consult with Marlena Montague, AIER Asst. Director, regarding assistance you may need in terms of methods or tools for data collection to carry out this task.

I hope to receive your Staff Senate year-end narrative report for AY 2013-2014, with attached evidentiary support, on or before May 31, 2014.

Thank you for your commitment to our college's accreditation goals.

CC: Dr. Mary A.Y. Okada  
President

✓ Marlena Montague  
Asst. Director, AIER