

Last Updated: June 1, 2021 Worksheet

Joint Meetings with Cabinet

Demand/Issue	Status	Next Steps	Notes
<p>1. Initiate regular meetings between the Academic Senate (represented by the senate officers, also known as the Executive Council) and President's Cabinet starting immediately.</p>	<p>Cabinet and the executive body of the AS are meeting bi-weekly (last meeting was Wednesday, 5/19). Meetings will continue into the summer with the AS summer cabinet.</p> <p>Group agreed that we should prepare agendas in advance of the meeting, and Kathryn and Simon will share that responsibility, and connect in advance of the meetings to prepare and agree upon the agendas.</p> <p>Additionally, Cabinet agreed to have Vanessa prepare a list of topics Cabinet discusses every week, and share that with AS officers and also publish in the Parliament.</p>	<p>As we go, we will decide who else to include in these bi-weekly meetings (faculty governance tri-chairs, etc?).</p> <p>Kathryn and Simon will work on agenda for the next meeting on June 14<sup>th</sup> (31<sup>st</sup> is a holiday).</p> <p>Vanessa will share Cabinet topics with AS officers in the meantime.</p>	<p>At the first meetings the group agreed to the following objectives of these meetings:</p> <ul style="list-style-type: none"><li>• Learn about what cabinet is working on, so that we (Academic Senate—Foothill faculty) can be thought partners in any 10+1 item, to figure out the appropriate stakeholders, forums, etc. for planning work.</li><li>• Ask and answer questions about appropriate processes for collegial consultation with an academic senate.</li><li>• So that we (Academic Senate-Foothill faculty) feel included in “big picture” planning for the college/district, e.g. discussions about declining enrollment, basic aid, return to campus, etc., and for cabinet to benefit from our (Academic Senate-Foothill faculty) input into these important discussions.</li><li>• Have an opportunity to share “pain points”</li></ul>

			(structural, cultural, campus climate, etc.) we are collectively hearing, and brainstorm solutions together.
2. Engage an outside facilitator within the next few weeks to help mediate conversations between you and the Academic Senate (represented by the senate officers and/or a senate-designated leadership committee of the senate), with a goal of repairing trust and building relationships.	<p>Kathryn and Simon worked for two weeks to identify possible facilitators, and at the recommendation of Pat Hyland interviewed Wally Anderson, and decided he would be great to start with. Unfortunately Wally had a family emergency and wasn't able to attend the first meeting of the group on 5/17. AS appointed 6 additional faculty to join the officers, and the group will consist of President's Cabinet + the 9 AS reps. At the first meeting group identified we cannot make progress without a facilitator present, so postponed further discussion until June meeting. A suggestion was made that we may wish to engage PEG facilitators for June, but based on concerns from some of the members, decided not to go with them.</p> <p>Kathryn and Simon met again with Wally on 5/26 to lay the groundwork for the meeting on 6/21, and decided Wally would meet separately with faculty and cabinet in advance of that meeting.</p>	Meetings are step up between Wally & faculty and Wally & cabinet for first two weeks of June. Next group meeting on 6/21.	The group will assess if we continue with Wally after our first facilitated meeting on June 21.
3. Institutionalize stakeholder reports in proposals coming to governance councils by the end of May 2021.	This practice is already happening but perhaps not as consistently as it could be. Both agreed that this demand could also be addressed as part of the Governance	Include this issue as part of the remit for the Governance taskforce work as they redraft the governance handbook.	KM note: it would be great if this could be a value/practice starting immediately (likely already is) even if we haven't yet developed the template.

	assessment and redesign. A template could be developed for use by the councils; this template would inform the councils on which stakeholders should be consulted.		
4. Ensure you have engaged directly in collegial consultation with the Academic Senate, and not simply through the governance councils, before taking action on any recommendations coming before you on academic and professional matters, starting immediately.	AS and Cabinet discussed this issue in terms of a culture change at Foothill, and expanding awareness of when, why and how to involve the AS in decision-making (e.g. understanding what “faculty input” means, if required by accreditation, etc.). President Nguyen will include AS in all Governance memo responses. If AS declares that they feel the issue under discussion is a direct 10+1 issue or related...	Include this issue as part of the remit for the Governance taskforce work as they redraft the governance handbook.	AS recommendation would go to Thuy/the Board, not the governance council  There is more to it here. A more developed answer will come as a result of #6 or related materials
5. Bring to the Academic Senate (via the Academic Senate officers and not solely through Academic Senate representatives to governance councils) any new initiative/program impacting academic and professional matters before tasking other administrative offices and/or governance councils with discussion, to collaborate on how best to engage all constituencies and stakeholder voices in developing recommendations, starting immediately.	As part of the regular bi-weekly check-ins between senate officers & president’s cabinet, new initiatives and programs will be discussed, and there will be an opportunity to collectively decide next steps for participatory governance (may go to AS + governance council, or just one or other or something else depending on nature of initiative or program).	Prepare agendas in advance of check-ins.	
6. Co-sponsor and fund (if applicable) a “level two” Collegiality in Action visit before the end of this academic year, with the explicit purposes of: a. Helping us analyze our existing governance structure and b. propose recommendations that will ensure effective participation of all constituents and honor collegial consultation with the Academic Senate on academic and professional matters.	AS and Cabinet agreed that a Level II Collegiality visit should be delayed until Fall 2021 (late October?) until the Governance Taskforce have completed their work. The Level II visit could then involve an assessment of the revised process. In the meantime, President’s Cabinet & AS officers will review CCLC & ASCCC	AS and Cabinet agree to schedule a Level II visit for October 2021. Kathryn will provide materials to President’s Cabinet and ask to put them on an agenda soon.	KM note: depending on how the shared governance task force’s work is progressing, may need to hold this level 2 visit prior to the completion of the task force’s work.

	materials & scenarios and have discussion/reached shared agreements in the upcoming weeks.		
7. Provide resources for, and collaborate with the Academic Senate, Classified Senate and ASFC, in the convening of a Governance Task Force,” to be charged with conducting a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) of the current governance structure, utilizing the data collected to date from various forums (C&C, Academic Senate, Classified Senate, ASFC, etc.), and to be convened prior to the end of May 2021. We ask that you create a new body to complete this work, and do not charge such an important task to C&C and/or one of the governance councils, which meet only once a month for two hours. This Task Force would be charged with:	<p>C&amp;C recently sent a memo asking for this taskforce to be chartered. President Nguyen will officially respond agreeing and the AS, CS, and ASFC will nominate taskforce members. President Nguyen agreed to fund a facilitator to assist the taskforce in their work.</p> <p>Simon and Kathryn met with Darla Cooper, Exec Director of the RP Group (they did the assessment of our governance council), who is interested in serving as the facilitator. Simon and Kathryn both agreed she'd be great, and brought the recommendation to the joint meeting on 5/17, and there was agreement.</p> <p>Simon, Kathryn &amp; Darla prepared a draft charter for the Shared Governance Task Force, which was approved by Advisory Council on 5/28. Appointments from constituency groups should begin right away. Also AC agreed to dedicate a large portion of the 6/4 meeting to an All-Council, facilitated session by Dr. Cooper to begin the SWOT analysis.</p>	Academic Senate, Classified Senate & ASFC to begin to appoint task force members.	It will be helpful to identify “low hanging fruit” for quick fixes that will help us move forward during more likely a “transition” year in terms of potential culture change or redesign. TBD. The taskforce should be convened by early June and will work through the summer.
8. Take action on the January 6, 2021 Academic Senate letter to you, and provide us your response by the end of April 2021.	President Nguyen apologized for not responding to the January 6 letter, and explained that the intention was to ask the Dean of Equity to take charge of this response, and then there were transition issues, and no new	All council members will be invited.	

	<p>dean yet. On April 5, President Nguyen met with CORE students to discuss the ask in the AS letter to convene a meeting of all recipients of the student letter, and CORE agreed this would be good to do before the end of the year. A meeting has been scheduled for June 4, and AS + CS + governance tri-chairs have been invited. Once the new Dean of Equity is on board, they will be tasked with responding to the remaining asks of the letter.</p>		
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9. Take initiative and leadership in repairing relationships with faculty and rebuilding a climate of trust and collaboration starting right away and ongoing into the future.

President Nguyen and the Cabinet agreed that they were committed to rebuilding a climate of trust and collaboration and that they look forward to the mediated discussions to help the college move forward.

Notes: Facilitators

Simon and Kathryn are working together to identify two separate facilitators (one for the Governance work and one to work with Cabinet and AS) as per demands #2 and #7. We are currently reaching out to ASCCC recommended facilitators, Pacific Education Group (Courageous Conversations), and other recommended individuals. The goal is to identify facilitation support ASAP.

Thus far Julie Bruno has responded and she is not available.

We discussed Al Solano and David Morse as possible contacts for this work.

5/19 update: for now, we're going with Wally Anderson from #2 and Darla Cooper for #7
