

College Governance Committee Minutes

San Diego Miramar College

May 11, 2021 • Zoom • 2:45pm to 3:45pm

Members: Adrian Gonzales, Jill Griggs, Laura Murphy, Marie McMahon, Bill Pacheco proxy for Clarissa Padilla, Sean Young, Channing Booth

Not Present: Mary Kjartanson, Ananto Sarowar, Brennan Pearson

Additional Guests: Donnie Tran

A. Call to Order

- Meeting called to order at 2:47p.m.

B. Adoption of Agenda

- Booth motioned to approve agenda, Young seconded, approved.

C. Approval of Minutes (4/27/21)

- Gonzales motioned to approve minutes, Young seconded, approved.

D. Business:

#	Item
1	<p>Action: Update and create a clean copy of the Final version of the Revised CGH for publication on the College website. Make recommendations for other additions (e.g. lists of operational coms) and editorial changes that can be made.</p> <p>Murphy recommended not including operational committees to the approved version of the CGH at this time. Suggested focusing on formatting of handbook, in addition creating a detailed list of the pending items for the College Council to focus on.</p> <p>Gonzales suggested identifying a second person to assist with updating and creating a clean copy of the final version of the revised CGH. Young and Martinez volunteered to assist McMahon. The focus will be to review for non-substantial changes such as proof reading, typos, grammar, direction, consistency, and format. Motioned by Gonzales, second by Young, 6 “yay”, 0 “nay” no abstentions. <u>The motioned carried.</u></p>
2	<p>Discussion/Action: Review and Planning for Fall 2021 Implementation of CGH. Review Prioritized Progress Grid</p> <p>1. Master calendar:</p> <p>Gonzales shared draft master calendar composed by Padilla. The calendar is a comprehensive overview of meeting dates and times of all shared governance committees on campus from the new governance handbook, campus wide senate committees (Academic, Classified and Associated Student) and major District meeting with large constituency participation. The effort was largely focused on trying to avoid overlap, and large standing campus wide meetings.</p> <p>Intent was to stay true to original meeting date and time, meeting patterns and allow time between meetings if participants attend multiple meetings throughout the day.</p> <p>McMahon suggested incorporating Igou in process as department chairs have obligations to certain meetings; in addition reach out to Padilla and Harrison for AFT meeting dates and times.</p> <p>Booth suggested adding District Board meetings and department meetings to the calendar. Pacheco asked what platform the master calendar would be shared on for the campus to view and use. Concern is it may not update in real time. McMahon agreed an interactive calendar</p>

would be a good idea; additionally sharing Image X has this option. Gonzales concluded that in the future we might want to look at some interactive campus calendar for user accessibility. Gonzales can send draft to CGC and constituency leads to review and ask approval of changes to be able to finalize. Gonzales and Martinez to update calendar and create comprehensive list of changes.

2. Pre-population of coms for fall/ rotational cycle examples:

Gonzales shared chart for tracking membership, showed two year verses three-year cycles. Document for committee rotation cycle broken down by committee, it listed positions, identified what type of term based on handbook, start and end dates, with a two-year implementation cycle. Initially some members would begin with a one-year term assignment and some with two year. This would allow for a fifty percent turnover among those that are rotating.

As committee terms are based off a two-year cycle, the example for three-year cycle does not work. After three year, it will naturally turn into a fifty percent turnover cycle just as with the two-year cycle. Therefore, the recommendation was to go with the two-year cycle.

Booth shared concern about committee chairs and rotation cycle, pointing out we may end up with someone only serving as a chair for one year prior to turning over. Gonzales and Murphy reminded there is new language in CGH, if there is no one available to serve in a position, individual may continue serving.

The President's Office would be tracking rotation dates and notify constituency leads who will be phasing out. Potential benefits of new structure is everyone gets to participate on a committee. One way for Deans to track faculty participation and satisfaction of contractual requirements are by ensuring committee work is noted on the Faculty Program Card. Gonzales and Martinez will track down current membership and start filling in list for committees in current handbook.

3. Chair training for Fall FLEX week:

McMahon will share materials and resources from previous presentation and assist with coordination of the information, prior to her departure for sabbatical in the fall.

Topics to include in training are Brown Act; How to Plan an Effective Meeting; Governance Structure; Following Process; Roles of Committee Members in Meetings; Parliamentary Procedure; and Code of Conduct and Civility.

Young inquired about Solano's involvement with facilitation of the training. Gonzales shared Solano has agreed to add an effective planning and outcomes aspect to the training. Gonzales previously discussed option with Murphy, still need to discuss with Lundburg for final approval. Solano willing to incorporate training into his guided pathways work.

Pacheco reminded it would be beneficial to keep cultural responsiveness and equity in the forefront within each committee's work.

McMahon to send Gonzales and Martinez list of committee chairs.

3. Discussion: Continue to review Progress and Timeline for elements still under development.

At the next meeting will review timeline. Review definition of "co-curricular" and how it is related to the work of certain committees.

E. Announcements

- None

F. Adjournment – 3:42p.m.

G. Next Scheduled Meeting: May 25, 2021~ final meeting
