

**San Diego Miramar College
Committee on Committees**

Meeting Minutes

8/24/21; 3:30-4:30 via Zoom

Follow this link to view the recording of our meeting on 8/24/21:

https://cccconfer.zoom.us/rec/share/b4GdPgnNr001mCuNFB0szlGfH1MfgwdJq5BP1h8mB0I4sy6wSS8Q4S2O35ItNNw5.9z5dy9zb_INWAHAm

Committee on Committees "Special Meeting" Agenda for 8/24/21

1. Confirm the charge of the Committee on Committees duties (including who houses the committee list, what "housing" involves (i.e. updating/collaborating on updates, too?), and term limits)
 - a. We decided to start a Google Doc
 - b. The committee make-up moving forward: that those who want to stay can stay. Past practice was to ask the chairs for vacancies, and we find out who's been attending (as non-voting for example)
 - c. LM sees two steps: 1) ask chairs 2) find a clear method to ensure equal and equitable access to the committee;
 - d. These will be open meetings
 - e. I've reached out to City and Mesa ConC to see if they have their selection processes spelled out? (no really helpful results there)
 - f. Keep it simple; the group will chat collectively using these guiding principles
 1. Add: keeping some institutional memory re. term limits
 2. Will this need to be approved? Yes, the process gets approved
 - g. Clarify operational, district, and steering committees: separate those out; we should spell these out differently
 1. In terms of our charge, perhaps we need to amend the CGH re. operational, district, and steering committees. For district, something like "Appoint faculty to District committees as appropriate or when requested."
 - h. AS form chat: "Based on what has been said, I think the first step we need to do is write, as you all have said already, the steps we are going to follow to appoint Faculty AND the criteria that we are going to look for (two different things). Then we can share that document with the senate for discussion. We should also include terms."
 - i. Term limits: how can we avoid the vacating of all spots—Malia's file has things organized as such

- j. From Laura: "The ConC is only charged with the placement of faculty on committees.... Any changes to the CGH, such as term limits or adding a new committee, should be discussed by the body as a whole and then brought to College Council for final deliberation."
 - k. From Laura: "The President's office will house the CGH and membership lists for committees. It is going to be a big job to track and determine when terms are up so it was decided that the President's office will do this. Juli also keeps a list for us, again as part of her duties, that we can reference as needed."
2. Review committee membership on at Miramar
 3. Committees that need more in-depth ConC input/discussion:
 - a. Academic Senate Senators: Adjunct faculty interest and elections—call out to adjuncts, ask for a brief statement, and host elections through AFT's ballot software?
 - i. From Laura: "This group doesn't have anything to do with election of senators and Juli is already working on that as per her assigned duties."
 - b. Accreditation Steering Committee: appointments and long-term standing within the governance structure
 - i. We need to identify this in our document
 - ii. LM two steps:
 1. Get this on the first AS Agenda: They must go to AS with preferred structure (how faculty will participate—will it be tri-chairs or something else?)
 2. Mara and Daniel reach out, but we also allow/invite others to participate
 3. Also, there was concern among the AS about the existence of an "editor"
 4. Future meetings:
 - o We have an open 2nd Tuesday
 - o Follow up meeting: should we schedule a quick "approval of committee membership" meeting for 8/31 once we have a more complete list of participants immediately before or after exec, maybe 2:45-3:15
 - o Should we hold a spot in our calendars for a regular ConC meetings with the idea that we would cancel it unless it's needed?

Roundtable

5. NEW: Inform the group that I'd like to say "hi" at the first ASG meeting this Friday at 9 AM. I'll ask about (and encourage) student representation for our various committees. ASG President Borek said that we can recommend students to him & that they do NOT have to be an ASG officer, although officers are required to serve on at least 1 committee.
 - a. They usually make the call out, but it would be good to start early

6. NEW: discuss/compare formats to track committee membership (benefits of Excel vs. MS Word documents).
 - a. Although incomplete/inaccurate at this time, the Excel document provides a list of departments along with the chairs' name. I believe we need to find a way to ensure we're not missing any departments if we're using the word document.
7. NEW: Adjuncts: they can get paid by the AFT for their time on committees. I assume, unless clearly stated otherwise, that they would represent the faculty as a whole or whatever body they are supposed to represent (such as Liberal Arts)?
 - a. Adjuncts cannot serve as senators for department but reps as adjuncts for AS—what about committees? This is unclear
 - b. Elections for adjuncts should be at the same time as the exec (asbc section 1. "election committee")
 - c. Judy P: "What if both a contract & an adjunct both want to fill a spot from the same school for a committee?" Ambiguous
8. Student Affordable Textbook Committee (STAC) Membership
 - a. Please respond (or appoint respondent) to Mary Kingsley with the requested names in your reply:
 - b. Academic Senate Representative from City, Mesa, Miramar and Continuing Education
 - c. Classified Senate Representative from City, Mesa, Miramar and Continuing Education
 - d. Access Technology Specialist or Learning Design & Technology Specialist from City, Mesa, Miramar and Continuing Education
 - e. Librarian from City, Mesa, Miramar (is this Angela Boyd?)