

CGH Change Request Summary – Fall 2023

The following is a summary of the change requests provided to the College Governance Handbook Change Taskforce in Fall 2023 (please see the [CGH Change Process here](#)):

- All change requests were submitted by the end of week 6 (please see summary and links to those change request below).
- The change taskforce reviewed each proposal on, **October 26th**, and made recommendations to each committee. [CG Taskforce comments](#) are noted below.
- Requestors were notified of the taskforce's recommendations on **October 26th** and, subsequently, incorporated the recommendations for the change taskforce.
- The Change taskforce and the requestors felt that an additional meeting was not necessary and, thus, agreed to move onto the next step: constituency review.
- Constituencies have been, and should be reviewing the change requests. If you have input on the changes, please bring them to your respective constituency leader, as soon as possible.
- All changes are slated to go to College Council for approval on **December 12th, 2023**.
- Approved changes will be incorporated into the handbook by the end of the fall semester. The updated version will be posted to the college website and a notification will be sent to the DL for Miramar College.

Distance Education Standards Committee (DESC):

Delete from committee charge: “The committee will also develop and update a San Diego Miramar College handbook on best practices and online protocols in distance education.”

Purpose of Change: OLP at the District level develops/maintains a DE Handbook and it would be redundant for SDMC's DESC to recreate this. DESC would like the new committee change to read as follows: The Distance Education Standards Committee's purpose is to work with State and District education policy to inform and assist college personnel in the relevant pedagogy and delivery of distance education. The committee will discuss and make recommendations for best practices and online protocols in distance education.

See new committee handbook page, [here](#).

CG Taskforce Comments – None.

Environmental Sustainability Committee:

Change Charge to read: Collect Environmental sustainability data and research, and make recommendations to the Facilities, Health, and Safety Committee. Promote environmental stewardship and awareness on campus.

Purpose of Change: The Environmental Sustainability Subcommittee would like to take on a more visible role on campus to promote environmental stewardship and awareness, and believe this working is an important addition to our charge.

CG Taskforce Comments – None.

Marketing and Outreach Committee:

Change: Change co-chair from Associate Dean of Outreach title to Dean of Enrollment Services.

Purpose of change: Truongson “Sonny” Nguyen, formerly Associate Dean of Outreach, is now Dean of Enrollment Services. There is no longer the role of Associate Dean of Outreach.

CG Taskforce Comments – None.

Planning, Institutional Effectiveness, and Research (PIER) Committee:

[Change form one, Membership:](#) 1) Update Administrator: Dean of PRIELT to Dean of Institutional Effectiveness 2) Update Dean of Academic Success and Integrated Support Services to Dean of Equity 3) Update Classified Professionals: Academic Support Services Designee to Library and Academic Success Center (ASC) Designee 4) Update Researcher to Research and Planning Analyst 5) Update Faculty: PRIELT Designee to Library and Academic Success Center (ASC) Designee, one Designee to BRDS Co-Chair.

Purpose of Change: College reorganization.

[Change form two, Purpose:](#) Update “integrated planning process” to “integrated frame work”.

Purpose of Change: Integrated planning “process” does not exist, it is a framework.

[Change form three, Responsibilities:](#) Update ‘integrated planning process’ to ‘integrated planning framework.’ In bullet 3, delete “Master” and update Operational to Functional. In bullet 4, update to read “College Mission, Vision, and Value.” In last bullet, delete roman numerals I-III. Committee Procedures, delete “Master.”

Purpose of Change: College reorganization. Integrated planning “process” does not exist, it is a framework.

See new committee handbook page (with track changes), [here](#).

[CG Taskforce Comments](#) – None.

Program Review and Outcomes Assessment (PROA) Subcommittee:

[Change form one, General Edit:](#) Co-chair title revisions to Program Review and Outcomes Assessment Facilitator and Dean of Institutional Effectiveness.

Purpose of Change: SLO Coordinator and Program Review Coordinator has been combined to Program Review and Outcomes Assessment Facilitator. Dean of Institutional Effectiveness will fill second co-chair position.

[Change form two, Membership:](#) 1) for Administrators, omitting PRIELT, to be replaced by Institutional Effectiveness 2) Classified Professionals specific departments (Instructional Services, Administrative Services, and Student Services) 3) For Faculty, SLO Coordinator and Program Review Coordinator combined to one Program Review and Outcomes Assessment Facilitator, PRIELT to Library and Academic Success Center (ASC), and General to Counseling, and Health Services/Mental Health to Student Services/Special Programs.

Purpose of Change: College reorganization.

[Change form three, Purpose:](#) Update committee to subcommittee. Add PROASC is a subcommittee of Planning, Institutional Effectiveness, and Research Committee. Omit “Student Learning.”

Purpose of Change: Corrections to follow college reorganization.

[Change form four, Responsibilities:](#) Omit “Student Learning.” Add (PVR) for Program Viability Review. Add “Program Review and Outcomes Assessment to fifth bullet point. Omit “PR and SLOs and”, updating to “program review and outcomes process to”. Omit roman numerals I-III. In Procedures, add “Research” to “Planning, Institutional Effectiveness, and Research.”

Purpose of Change: College reorganization.

See new committee handbook page (with track changes), [here](#).

[CG Taskforce Comments](#) – None.

Committee Membership Appointment and Term Lengths:

Suggested Change(s):

1. (on Page 17, second to last bullet) Change: “Prior to the commencement of a leave of absence (including sabbaticals or other reductions in load), employees must inform their committee(s) chairperson of their future plans.” To “Prior to the commencement of a leave of absence (including sabbaticals or other reductions in load), employees must inform their committee(s) chairperson **and constituency leader** of their future plans.”
2. (on Page 17, last bullet) Change: “Adjunct faculty appointed to serve on a committee on behalf of Miramar College can only serve if they have a contract during the given semester of service (i.e., an 8-, 12-, or 16-week course or other paid service for the college). If an adjunct faculty has a break in service for one semester, their position will be filled temporarily and, in the manner, outlined below. If the break in service continues for a second semester, the adjunct faculty member’s position on the committee will be considered vacant. (An adjunct faculty member is any hourly or part-time instructional or non-instructional faculty member with at least one class or six non-instructional hours assigned at Miramar College.) Vacancies due to an adjunct’s break in service will be advertised in the manner otherwise described in this and other policy documents. When notifying prospective committee members, the duration of the vacancy must be disclosed—whether it is temporary or for a full term.”

To: “An adjunct faculty member is any hourly or part-time instructional or non-instructional faculty member with at least one class or six non-instructional hours assigned at Miramar College. Adjunct faculty appointed to serve on a committee on behalf of Miramar College can only serve if they have a contract during the given semester of service (i.e., an 8-, 12-, or 16-week course or other paid service for the college). **Term length will apply to faculty as defined in this handbook.** If an adjunct faculty has a break in service for one semester, **they must notify their committee chairperson and constituency leader.** Their position will be filled temporarily and in the manner outlined in the below paragraph. If the break in service continues for a second semester, the adjunct faculty member’s position on the committee will be considered vacant. Vacancies due to an adjunct’s break in service will be advertised in the manner otherwise described in this and other policy documents. When notifying prospective committee members, the duration of the vacancy must be disclosed—whether it is temporary or for a full term.”

See suggested changes, [here](#).

CG Taskforce Comments – See red additions. Need to clarify “term length” feel it should be equal to contract faculty. Need to clarify intent of removing/striking last sentence. Believe folks should know what they are signing up for.

- Requestor(s) agreed with red additions; agreed that “term length” (or appointment term) should be equal to contract faculty as defined in the handbook; agreed to keep last line.