

College Governance Committee Minutes

San Diego Miramar College

May 23, 2017 • Room N-206 • 2:45- 3:45 pm

Members: Sara Agonafer (absent), Joyce Allen (absent), Darrel Harrison, Patricia Hsieh, Mary Kjartanson, Ricardo Marin III, Laura Murphy, Marie McMahon, Wheeler North

Vacancies: 1 Student, 1 Classified Staff

A. Call to Order

- Call to order at 2:48 pm

B. Adoption of Agenda

- Agenda adopted with clerical edit to F1: "... Chair of Chairs ~~hiring~~-election clarification"

C. Approval of Minutes

- Minutes from 5/9/17 approved.

D. Committee Reports

- None

E. Old Business:

#	Item
1	Summary of College Governance Committee Evaluation Tool Submissions Committee reviewed aggregation document from submitted CG Evaluation Tool data. Committee directed CGC Chair to contact the committee co- chairs for DIEC, Professional Advancement, Staff Development, Distance Education, Honors, Student Services PR/SLOAC, and Tenure and Promotion to obtain overdue Evaluation Tools and to offer clerical assistance from managers if needed; committee discussed the issues with the accuracy of self-reporting in Evaluation Tool; Committee decided to continue analysis in the Fall; Committee decided to add bi-annual spot-checks of committee agenda and minute postings to the CGC Operational Calendar; CGC Chair to prepare a summary report of observations and accomplishments to use as a starting point for a College-wide Report on CGC Evaluation to be shared in fall 2017; Committee decided to hold a workshop to communicate Report and other governance issues for committee chairs in mid-fall 2017.
2	Transition Plan to Taskstream for automated collection of CG Committee information Committee decided to make this a standing item for continued development in fall 2017.
3	CGC Change Proposals (Standing Item) <ul style="list-style-type: none">• Student Services Program Review/ SLOAC Subcommittee (<i>postponed until next meeting; no SS PR/SLOAC representation</i>)• Professional Development Committee- Update CGC Chair reported that the PD Committee Proposal was supported by consensus at CEC on 5/23/17, with additional input from constituencies ongoing; Academic Senate President reported that faculty positions on PD Committee could be established by the end of spring 2017; College President reported that manager appointments will be complete by 5/26/17; CGC Chair will contact Classified Senate President to request classified representation be established during summer 2017 (as per the Classified Senate governance committee membership appointment timeline); Professional Development Committee page will be added to Handbook; Staff Development Committee page will be removed from Handbook

F. New Business:

#	Item
1	<p>Chairs Committee Handbook page- edits needed for Chair of Chairs election clarification</p> <p>Committee discussed recent issues with interpretation of the CG Handbook page for the Chair’s Committee. Committee clarified that the term “Chair Eligibility” for Chair of Chairs election refers to faculty that will be department chairs during the one-year Chair Term. Additional issues were discussed:</p> <p>The question of whether the Chairs group was a College Governance Committee or an informal Council was discussed again, as it was discussed about two years ago at CGC. At that time (Spring/Fall 2015) there was consensus that in order for this chairs group to continue meeting, it must be a college governance committee, due to the fact that when the chairs meet they make quorum for Academic Affairs and discuss topics to be presented at that meeting. The act of doing this outside of an official governance committee meeting is a clear violation of the Brown Act. The Chairs Committee, as a College Governance Committee, was informed of this at that time. In addition they were also informed of the requirement to publically post a meeting agenda 72 hours in advance. It was also suggested (but not required) that the Chairs Committee post meeting minutes or notes.</p> <p>It was suggested that the Chairs Com could be placed under Academic Affairs, as a subcommittee to report out in that venue and follow that meeting calendar. The College Governance Committee decided to provide list of issues with suggestions for edits to the Chair’s Committee for deliberation in fall 2017.</p>
2	<p>Meeting dates and times for 2017-18</p> <p>Committee will meet on the 2nd and 4th Tuesday from 2:45- 3:45 pm for the 2017-18 year.</p>
3	<p>Review governance committee Membership Lists</p> <p>Governance committee membership lists have been compiled and will be sent out constituency leaders for continued development of committee membership.</p>
4	<p>Professional Development Plan and Application development</p> <p>This task will be continued with the creation of the new Professional Development Committee.</p>
5	<p>Creation of CGC Calendar</p> <p>Committee discussed formation of a CGC functions and processes calendar. CGC Chair will create draft and bring back for discussion in fall 2017.</p>

G. Announcements

- None

H. Adjournment

- Adjourned at 3:54 pm

I. Next Scheduled Meeting: Tuesday- 8/22/17

* San Diego Miramar College 2013 – 2020 Strategic Plan Goals

I: Provide educational programs and services that are responsive to change and support student learning and success.

II: Deliver educational programs and services in formats and at locations that meet student needs.

III: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

IV: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.