College Governance Committee Minutes
San Diego Miramar College
March 13, 2018 ● Room N-206 ● 2:45- 3:45 pm

Members: Sara Agonafer (absent), Joyce Allen, Alana Bermodes, Darrel Harrison, Patricia Hsieh, Mark Johnson, Mary Kjartanson, Laura Murphy, Marie McMahon, Wheeler North, Sean Young
Additional Faculty/ Guests: Gerald Ramsey

A. Call to Order
- Meeting called to order at 2:46 pm.

B. Adoption of Agenda
- Agenda adopted.

C. Approval of Minutes
- Minutes from 2/27/18 approved with suggested edits

D. Old Business:

#	Item
1	**CGC Workshop** • Murphy reported that there was no feedback on the Evaluation Tool Summary Report. Committee discussed best way to share report and decided to post it to the College Website and provide the link to constituencies when the email announcement is sent for the CGC Workshop. Committee also recommended that college governance evaluation should be done on a three-year cycle. • Murphy reported that there was no feedback on CGC Workshop draft. Committee discussed outline and determined that the workshop should be held in April. Hsieh suggested an additional workshop be held during FLEX week in the Fall to continue training people on college governance. Committee decided to tentatively hold workshop on April 20th, from 11 am- 12:30 pm to coincide with ASG Exec meeting. Bermodes requested that lunch be provided. Hsieh said she has no money but that the VPI could pay for it using IEPI funds. Kjartanson to follow up with VPI. ***ACTION: Murphy to send out an email request for workgroup members to flesh out details of workshop. DL email for workshop/ link to Evaluation Report to be sent out after return from Spring Break.***
2	**College Governance Committees** • McMahon reported that there will be a presentation at an upcoming meeting regarding Brown Act.
3	**Use of Taskstream for management of governance materials** • Committee reviewed the CGC Taskstream workspace demo. Murphy discussed the potential of using Taskstream workspaces to warehouse agendas/minutes, track goals and activities, and map these activities to accreditation standards and Strategic Plan Goals. Committee discussed concerns regarding Taskstream and how it is not user friendly. • Murphy reported to CGC on a recent meeting she had with Watermark (Taskstream) representatives and the new software platforms in development. Murphy also asked what the plan is for Miramar, as the software license is expiring this year and the Watermark representatives had not received any information from the college or district about renewal. Hsieh reported that Don Bertram will be communicating with Taskstream

	regarding the renewal. She also reported that the district had stated that the colleges will have to pick up the cost of assessment software, but that she told the district they would have to pay for it. ***ACTION: Murphy agreed to put this item on the CEC agenda for college-wide discussion and follow up.***
4	**CGC Change Proposals** *(Standing Item)* • None.

E. **New Business:**

#	Item
1	**Comprehensive evaluation and improvement of process for official College communications, including the College Website.** • Committee reviewed this accreditation "Action Plan" item and discussed relevance for CGC. Committee decided that if the item refers to communication of CGC recommendations then the committee will continue to improve this process (e.g. reexamination of the routing form). CGC also discussed how this action plan could have been in reference to the problems with timely upload of minutes and agendas to the website; however, since the time of the original action plan, each committee's assigned manager's staff have been given this task as per Hsieh's instructions.
2	**Guided Pathways- CGC and governance committees-** *Postponed due to lack of time.*
3	**Meeting minutes and improved action planning/ follow up-** *Postponed due to lack of time.*

F. **Announcements**
G. **Adjournment**
   ▪ Meeting adjourned at 3:51 pm
H. **Next Scheduled Meeting: 4/10/18 in N-201 (NOTE NEW ROOM)**

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* **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.