College Governance Committee Minutes
San Diego Miramar College
September 25, 2018 ● Room N-206 ● 2:45- 3:45 pm

Members: Sara Agonafer, Joyce Allen, Darrel Harrison, Adrian Gonzalez, Mary Kjartanson, Laura Murphy, Marie McMahon, Wheeler North, Melanie Stuart, Sean Young (absent)
Vacant Positions: Student (1)
Additional Faculty/ Guests: Alana Bermodes, Rachel Martinez

A. **Call to Order**
   • Meeting called to order at 2:45 pm.
B. **Adoption of Agenda**
   • Agenda adopted.
C. **Approval of Minutes**
   • Minutes from 9/11/18 approved with minor edits from McMahon.

D. **Old Business:**

#	Item
1	**CGC Handbook** • **Updates to CGC Handbook page.** Murphy shared the revision to goal # 2. The suggested revision reads: "Review and assess policies, procedures, regulations and code as they apply to college governance matters". Revision to goal # 5 reads, "Provide a cyclical evaluation of the governance structure and its operating effectiveness". Committee approved edits. Committee discussed goal #1 and its purpose. Proposed revision to language is "Review governance issues for the campus and make recommendations ensuring consultation of all appropriate parties". These revisions to goals do not change the work that CGC is completing and purpose, simply describing more accurately. No objections to revisions from committee. ***Action:*** CGC Change Form for the CGC will be forwarded to constituencies for approval. • **Updates to handbook** Committee discussed how best to make updates to the general content and resources for the CG Handbook, outside of specific changes to committee pages. Allen suggested and the group agreed that committee members will address specific tasks and bring back to the group in one month. ***Action:*** Murphy to delineate tasks and solicit participation from CGC committee members. Edits and feedback will be submitted by the October 23rd meeting. • **Update on policies regarding recording meetings** This item was brought to DGC for discussion and McMahon expects feedback from that group in mid- late October. The committee agreed that CGC should determine what the collegial practice for recordings should be on our campus in accordance with the law, in regards to both Brown Act meetings (i.e. committee meetings) and personal meetings between individuals.

2	CGC "workshop" and communications
	• **Identify committees for targeted assistance**
	Committee discussed the need to identify committees in need of assistance. The CGC Evaluation Report of all campus committees and report was generated in Spring 2018. Discussion late spring regarding identify committees needing assistance, including those not able to meet quorum or meet goals. Work can begin by viewing the "committee observations and recommendations and improvement" from report to assist in identifying committees. Allen shared it is important to identify committees and sub-committees, ensuring that subcommittees are not their own entity. In addition, she stated that Classified representation has improved overall since last year.
	Action: Group will look at the CGC Evaluation Report and website to suggest such committees at the next meeting.
	• **Open invitations**
	Committee discussed the need to provide all committees with a standard set of committee information and offer assistance to those who would like it. *Action:* Murphy will draft an email template and share with group at the next meeting.
3	College Governance Committees
	• **Update on Brown Act**
	Kjartanson raised question regarding why the Chairs Committee needs to create agendas and take/post minutes when the Dean's Council does not need to abide by the same regulations. North explained that all elected bodies are to follow these guidelines but that meetings for administrators and normal operational work groups do not have to follow same requirements. These standards are an accreditation requirement. However, it was stated that it is good practice for all groups to be transparent.
4	Guided Pathways- CGC and governance committees- *Tabled*
5	CGC Change Proposals *(Standing Item)*
	• **Faculty Contract Hiring Committee**
	Committee discussed concerns with the proposal as it stands, including the voting membership of the AS President and Articulation Officer, the language of "minimum of 5", and the continued practice of siloing department chairs in schools. Procedural question was asked for clarity regarding CGC function in the approval process for submitted change proposals. After discussion, the committee reaffirmed its purpose is to make recommendations and identify concerns in governance matters. *Action:* Committee recommended the Change Proposal from FCHC with the above concerns. Murphy to forward to constituency leaders.
	• **Website Subcommittee**
	Committee discussed the Website Subcommittee's request to dissolve. Members voiced serious concerns that the website development, branding, and maintenance was being pulled completely from governance. Members cited the recent action to re-create the website, which was done without involvement of the Website Subcommittee and without ongoing and meaningful input from key constituencies, as evidence that taking such actions to overhaul and improve the college website outside of participatory governance may be one reason why there has been a lack of accountability when it comes to faculty and classified input not being effectively received or acted upon. Concerns were also expressed regarding the very limited representation of faculty on this committee and also no student representation. It was suggested that if this were to be a viable committee, the member representations should be expanded. The Committee also discussed that

	with the advent of Guided Pathways, there will likely be significant need for a group such as this to assist with development and revision of the website. Kjartanson reported that recommendations from the recent RP Group Strengthening Student Success meeting were to hold off on major format change until the GP efforts have begun implementation on the campus. Committee discussed that the Website Subcommittee is a good tool to have on campus with the website evolving. Item will be brought back to next meeting for further dialogue and investigation.

E. **New Business:**

#	Item

F. **Announcements**
- None

G. **Adjournment**
- Meeting adjourned at 3:49 pm

H. **Next Scheduled Meeting: October 9, 2018**

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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.

** **ACCJC Accreditation Standards (Adopted June 2014)**
I. Mission, Academic Quality and Instructional Effectiveness, and Integrity
    I.A Mission
    I.B Assuring Academic Quality and Institutional Effectiveness
    I.C Institutional Integrity
II. Student Learning Programs and Support Services
    II.A Instructional Programs
    II.B Library and Learning Support Services
    II.C Student Support Services
III. Resources
    III.A Human Resources
    III.B Physical Resources
    III.C Technology Resources
    III.D Financial Resources
IV. Leadership and Governance
    IV.A Decision-Making Roles and Processes
    IV.B Chief Executive Officer
    IV.C Governing Board
    IV.D Multi-College Districts or Systems.