

College Governance Committee Minutes

San Diego Miramar College

February 12, 2018 • Room M-104 • 2:45- 3:45 pm

Members: Sara Agonafer (absent), Joyce Allen (absent), Alana Bermodes (Proxy: Sayeh Dehastani), Darrel Harrison, Adrian Gonzales (Proxy: Paulette Hopkins), Mary Kjartanson, Laura Murphy, Marie McMahon (Proxy: Larry Pink), Wheeler North, Jessie Van, Sean Young (absent)

Additional Faculty/ Guests: Duane Short, Carlos Trujillo

A. Call to Order

- 2:49p.m.

B. Adoption of Agenda

- Agenda approved.

C. Approval of Minutes (11/13/18; 12/11/18; 1/25/19)

- Kjartanson moved, Harrison seconds, four in favor, three abstentions, zero objections. Motion is approved for November 13, 2018; December 11, 2018; January 25, 2019.

D. Old Business:

| # | Item |
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| 1 | <p>CGC Handbook</p> <ul style="list-style-type: none">• Compilation of edits to handbook <p>North led discussion regarding handbook compilation, pointing out there are inconsistencies due to recent changes in District policy that need to be revised. Edits are highlighted in yellow. Harrison posed question regarding role of proxies of members. The proxy itself will carry someone else's vote, but it does not fulfill quorum. Currently there is no limit on how many proxies an individual can hold. Suggestion to add language to handbook. Hopkins presented concern from Gonzales regarding looking at other handbooks to reference to a model for Miramar's. Wheeler and Murphy assured they both did extensive research. North recommended for members to review the document, intention is to enhance the current handbook. Kjartanson added revised mission statement was approved and will need to be incorporated. Will address further at a future meeting.</p> |
| 2 | <p>Creation of Governance Review Steering Committee with CIA (Collegiality in Action)- update</p> <p>Wheeler reminded committee of approved recommendation from 12/11/18 was "to move the Governance Review Steering Committee proposal forward to the constituency bodies for consideration and approval. CGC recognizes the time constraints of CIA members and requests that constituencies bring this item to their next schedule meeting for consideration". Murphy updated the recommendation is currently at Academic Senate and has gone through the first read. Trujillo advised Associated Students have not had the opportunity to review recommendation. Murphy additionally shared the CIA recommendation after reviewing handbook indicated to breakdown into separate groups, participatory governance, 10+1 and operational. Additional information will be forthcoming.</p> <p>Action: Follow-up item, check in with constituent leaders to advise when they will take to constituencies bodies for recommendation.</p> |

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| 3 | <p>CGC website edits</p> <p>North pointed out the two different version of college governance handbook remain on website. Murphy assured the most recent version of handbook dated November 2017, was previously submitted to Miramontez’ office. Action: Kjartanson volunteered to follow-up with Miramontez’ office. Request will be to remove the two version of the handbook that are currently on the college website, and replace with the most recent version.</p> |
| 4 | <p>CGC Change Proposals (Standing Item)</p> <ul style="list-style-type: none"> • Basic Skills Subcommittee - Tabled Action: Kjartanson will reach out to Stephens and Shipman to attend future meeting. • Curriculum Committee <p>Short presented recommendations from Curriculum Committee, 1.) Remove “Curriculum Chair” from the list of voting members; 2.) Add “Curriculum Technical Writer” to the list of voting members and 3.) Remove “programs” from the list of curriculum proposals that the committee works with. Based on recommendations, North inquired if the Curriculum Technical Writer is required to be a faculty member. Short plans to review job description and follow up with clarification. Additional clarification provided on rational to specifically identify a Math and English faculty member to the committee. This is due to both subjects serving as an overall prerequisite / advisory to most courses in the catalog. Recommendation from CGC to Curriculum Committee is to add language “subject matter experts” to the Math and English faculty positions on the committee membership.</p> <p>Action: Kjartanson moved to approve recommendation with additional language, Hopkins second, all approved. No objection or abstentions. Recommendation will go to constituencies for review.</p> |

E. New Business:

| # | Item |
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F. Announcements

- None

G. Adjournment

- Meeting adjourned ay 3:32p.m.

H. Next Scheduled Meeting: February 26, 2019

* [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.