

# College Governance Committee Minutes

## San Diego Miramar College

November 13, 2018 • Room N-206 • 2:45- 3:45 pm

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**Members:** Sara Agonafer, Joyce Allen (absent- proxy S. Young), Alana Bermodes, Darrel Harrison, Adrian Gonzalez, Mary Kjartanson, Laura Murphy, Marie McMahon, Wheeler North, Carlos Trujillo (absent), Sean Young

**Additional Faculty/ Guests:** Linda Lee, Daphne Figueroa

### A. Call to Order

- Call to order at 2:49 pm

### B. Adoption of Agenda

- Agenda adopted with modified items: Remove Website Subcommittee and postpone Distance Education Subcommittee until update received.

### C. Approval of Minutes

- Minutes from 10/23/18 approved.

### D. Old Business:

#	Item
1	<p><b>CGC Handbook</b></p> <ul style="list-style-type: none"><li>• <b>Updates to handbook:</b> Suggestion was made to check if there are any inconsistencies within the electronic version of the handbook. This includes the breakdown on the website on committee pages and the final version of the handbook. Murphy has communicated with IT staff regarding concern on inconsistencies. Discussion revolved around referencing a hard copy vs. electronic. Lee noted it is CGC's role to make sure the updated version is accessible online. <b>Action: Murphy to make sure website information is consistent with the information on website. Ensuring it is referring to the most recent version.</b> North suggested reformatting governance handbook to only have a brief title sentence on website. Official excerpt would be easier to update. <b>Action: North will work on generating a brief sentence per committee. Plan is to send drafted sentences out to committee chairs for input/ edits.</b></li><li>• <b>Review of sample handbooks.</b> Murphy referenced example of Grossmont Governance handbook sent by email last week, highlighting some important areas that would be beneficial to review. Suggestions for editing handbook include creating a table with links to directly and easily access information. In the process of updating the handbook, committee discussed collecting data/ documents that already exist in an effort to not duplicate work. Goal is to create a clear alignment of procedures. <b>Action: Harrison, Murphy and Stuart to review handbook.</b></li></ul>
2	<p><b>CGC "workshop" and communications</b></p> <ul style="list-style-type: none"><li>• <b>Update on open invitations</b> Murphy updated that invitations were sent out to committees and has since received feedback. She identified list of committees willing to participate, however specific CGC committee members have not been assigned. <b>Action: Murphy will contact committees informing delay of visitations due to form not</b></li></ul>

	<p><i>being finalized.</i></p> <ul style="list-style-type: none"> <li>• <b>Questions/ criteria for meeting with committees</b> Committee brainstormed on key points and questions that were instrumental when visiting with campus committees and reviewed CGC Assistance Form used in the past. CGC discussed need for committees to clarify purpose, identify how to route committee changes, and clarify confusion of what rules are based on handbook. Harrison noted an education component would be beneficial to demonstrate how to access and navigate the governance handbook and committees webpage on the college website. McMahon reminded everyone the charge to committees every Fall is to review membership and goals. In addition, the component of taking back information to constituency groups and / or departments is instrumental in communication but not always followed through. Gonzales suggested target of conversation with committees can be to point out the gaps that were identified in the report. Murphy pointed out this is an opportunity for committees to point out improvements and identify issues. <b>Action: Murphy will recreate form and send to CGC over email for review. Form is intended to be shared with department chair during committee visit.</b></li> </ul>
3	<p><b>CGC Change Proposals (Standing Item)</b></p> <ul style="list-style-type: none"> <li>• <b>Website Subcommittee – Removed</b></li> <li>• <b>Distance Education Subcommittee- Tabled</b></li> </ul>

**E. New Business:**

#	Item
1	<b>Templates for committee members to use in distributing information and action items- Covered in item D. 2. Template in progress.</b>

**F. Announcements**

- None

**G. Adjournment**

- Meeting adjourned at 3:52 pm

**H. Next Scheduled Meeting: November 27, 2018**

\* [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.