

# College Governance Committee Minutes

## San Diego Miramar College

December 11, 2018 • Room N-206 • 2:45- 3:45 pm

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

**Additional Faculty/ Guests:** Daphne Figueroa, Patricia Manley

### A. Call to Order

- Meeting called to order at 2:48 pm.

### B. Adoption of Agenda

- Requested to move item D.3 “Instructional Program Review-SLOAC Subcommittee” to the beginning of agenda. Requested to move item E. 1, Creation of College Governance Steering Committee with CIA (Collegiality in Action) to beginning of agenda as it is time sensitive. Motion to amend agenda, all in favor.

### C. Approval of Minutes (11/13/18)- *Tabled*

### D. Old Business:

#	Item
1	<p><b>CGC Handbook</b></p> <ul style="list-style-type: none"><li>• <b>Compilation of edits to handbook</b></li></ul> <p>Murphy updated the handbook based on received edits. The primary focus was on guiding principles, rules and tools. North emphasized the need to track the changes and outlining the motive behind the change.</p> <p><b>Action: Murphy agreed to highlight the changes to make visible for ease of review and send to committee and Collegiality In Action (CIA) team.</b></p>
2	<p><b>CGC “workshop” and communications- <i>Tabled</i></b></p>
3	<p><b>CGC Change Proposals (<i>Standing Item</i>)</b></p> <ul style="list-style-type: none"><li>• <b>Basic Skills Subcommittee- <i>Postponed</i></b></li><li>• <b>Instructional Program Review- SLOAC Subcommittee</b></li></ul> <p>Manley proposed changes for the subcommittee. They would like to change the order of procedures one and two. Additional recommendations include changes to the current committee’s procedures to read more appropriately based on their work.</p> <p><b>Action: Wheeler recommended changes, Kjartanson second. Murphy requested Manley to complete and submit the recommended reporting form. Once received, will disseminate to all constituency groups.</b></p>

### E. New Business:

#	Item
1	<p><b>Creation of College Governance Steering Committee with CIA (Collegiality in Action)</b></p> <p>Murphy informed the committee that Helen Benjamin and Julie Bruno from Collegiality in Action have been meeting with the group of eight. This group consists of two individuals from each constituency group (faculty, classified, students, and administrators). The Collegiality in Action (CIA), recommendation is to create a steering committee in attempt to resolve some current</p>

	<p>governance matters. The purpose is to review the current governance structure and procedures, and to make recommendations for improvement. The membership would be comprised of five members from each constituency group, including current College Governance Committee members and if needed, additional members recommended by each constituency leader. Responsibilities would be to serve as a resource, keep constituencies informed, provide feedback, support, and guide and oversee project. Murphy recommended any changes that arise from these discussions to proceed with the normal recommendation process. North pointed out it should be listed as ad-hoc Governance Review Steering Committee.</p> <p><b>Action: Recommendation to move the Governance Review Steering Committee proposal forward to the constituency bodies for consideration and approval.</b></p> <p><b>CGC recognizes the time constraints of CIA members and requests that constituencies bring this item to their next schedule meeting for consideration.</b></p> <p><b>North motioned, Kjartanson second. Approved by all.</b></p>
2	<p><b>CGC website edits</b></p> <p>Kjartanson briefly discussed and pointed out that there are currently two versions of the governance handbook on the college website. One is dated May 2017, the most recent is the November 2018 version. Need to make sure only the November 2017 version is being accessed by the campus. Item will be brought back for further discussion.</p>

**F. Announcements**

- None

**G. Adjournment**

- Meeting adjourned at 3:45 pm.

**H. Next Scheduled Meeting: February 12, 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.