

College Governance Committee Minutes

San Diego Miramar College

Dec 10, 2019 • Room L-108 • 2:45- 3:45 pm

Members in Attendance: Joyce Allen, Adrian Gonzalez, Mary Kjartanson, Laura Murphy, Marie McMahon, Wheeler North, William Wyatt, Sean Young, Darrel Harrison. **Absent:** Sara Agonafer. **Guests:** Becky Stephens.

- A. Meeting Called to Order at 2:46pm
- B. Adoption of Agenda, moved by North, seconded by Murphy, unanimously approved.
- C. Approval of Minutes: Draft minutes from (10/08/19) moved by Kjartanson, seconded by Young, unanimously approved; Draft minutes from (11/12/19) moved by Kjartanson, seconded by North, unanimously approved.
- D. Business:

#	Item
1	<p>Change Proposals to BSI Subcommittee. Stephens shared that since the Basic Skills Initiative (BSI) no longer exists, we are attempting to redress how to prepare students for transfer level courses. In order to comply with AB-705 we must have a path for student to be able to complete transfer level English and Math in 1 year. We can still retain preparatory classes for students who wish to take them.</p> <p>Request: The current BSI Subcommittee would like to change its name to the Transfer English and Math (TEAM) subcommittee. There is an urgency to prepare for the changes that are occurring. The X classes (regular course + 3 hours of lab/wk for 1 unit that focuses on activities to support student learning), are replacing the Basic Skills classes, with the goal of getting students taking these to transfer. This occurs with guided self-placement of students. North stated that many students who are not transfer bound still struggle with math and English in many programs, thus the mission and purpose of this committee should be to ensure that all academic student goals are supported, not just focusing on transfer. Murphy suggested a re-wording of the goals and purposes to cover this issue which was supported by all.</p> <p>Murphy offered the wording of membership “ENGL and/or ELAC” be modified to state “2 English faculty with at least 1 ELAC” to ensure ELAC faculty member inclusion. Allen indicated that anyone teaching ELAC can teach lower division English. North asked why faculty co-chairs, and why the need for an admin co-chair? Stephens indicated it was workload for faculty and there was always an administrator co-chair. Gonzales indicated the admin role for coordinating and managing grant funding stream. Murphy pointed out that those roles were not listed in the committee responsibilities or goals. With CIA meeting later this week, it was determined that some important issues needed to be discussed more thoroughly in that venue but that the CGC could act on the name change request.</p> <p>Action: Kjartanson moved to change the name of the BSI Subcommittee to the Transfer English and Math (TEAM) subcommittee, Seconded by Young. Discussion – confirmation that no other components to be changed at this time. Unanimously approved.</p>
2	<p>CGC Aims and Suggestions for next CIA meeting (Dec 12th, 2019). McMahon asked for the CGC to dialogue and discuss some good strategies and ideas for getting the most out of the CIA next meeting. These include: 1) Details of the College Council; 2) Roll out of information on campus; 3) General Timeline; 4) Creating taskforce for a Master calendar for meetings; 5) determining 10 +1 issues; 6) how to get input and 7) creating Web page presence for changes.</p> <p>Murphy suggests we begin to tackle individual committees. Since feedback has been received</p>

	<p>from all constituency groups now on the preamble and College Council Committee, North also noted we need closure on issues like proxies, term limits, quorum, determining 10 +1 committees. At the CIA meeting we can better gauge what the time line for the rollout for College Council might be. CGC members noted the impracticability of holding meetings on Fridays, and the difficulty of changing set meeting times. Gonzales suggested a small group work to plot a ‘master calendar’ for committee meeting to begin to address our scheduling challenges on campus. Wyatt suggested a sun rise timeline for start and ending of term limits. McMahon suggested and agreed to synthesize all of the feedback received from constituency groups and get this into one document by this Thursday for our CIA meeting. This will allow us to work on one document and consider all input at the same time.</p> <p>McMahon also recommended we consider a presence on our website to record the changes being considered to let others know what is going on at each step, as some have expressed concern that the CIA venture may be operating somewhat ‘secretively’, and others who want to participate are not able to attend meetings. A more transparent approach would be appreciated by those not able to be present. Wyatt asked how we could get an online presence. Gonzales indicated we take it to CEC to get it approval and someone to monitor it. Many suggested creation of a page for “College Governance Re-Structure” that is easy to find and near the College Governance Handbook.</p> <p>Murphy stressed the critical need for a short Spring convocation with the only topic being the work we’ve been doing with CIA and let college know what to anticipate in Spring 2020 semester. Fall 2020 convocation will need to have a major dedication to governance roll out. Gonzales itemized the important issues and the order that they would be approached for the CIA meeting. It was also agreed that the CIA meeting would be led by Gonzales, McMahon and Murphy. Wyatt asked for discussion at the CIA meeting of minutes and note taker and the student perspective of the importance of the minute taker being a voting member.</p>
3	<p>College-wide process for Grants and Initiatives: McMahon mentioned that the AS has discussed the need for such a Grants and Initiatives process. North indicated that any time an entity is taking on a commitment that effects the entire college, there has to be a way to ensure transparency regarding how this may impact the college. Harrison suggested any introduction start at College Council for all to be aware. Murphy indicated this has been attempted and Young stressed the need to codify the process, McMahon shared that we have not done so consistently as a college. Murphy see the need for a procedural process, something like an ‘approval’ process so that things are not sprung on the college with little awareness or opportunity for input. Asking those seeking grants and initiatives to share a plan prior to acceptance of that commitment by the college is critical. North suggested we start with a small a taskforce assembling what information needs to be pulled together and create a rubric to create process and procedure for vetting, leading to an impact analysis and constituency level analysis that ensures transparency.</p>
4	<p>Tentative Time-line for Events and continued Roll-out of the College Governance Handbook. Tabled.</p>
5	<p>Establish Process for managing College Governance Handbook Changes and Updating College Website. Tabled.</p>

Adjournment: Motion to adjourn, moved and approved, meeting closed at 3:49pm.