

College Governance Committee Minutes

San Diego Miramar College

Mar 10, 2020 • Room L-108 • 2:45- 3:45 pm

Members: Sara Agonafer, Joyce Allen (absent), Darrel Harrison, Adrian Gonzales, Mary Kjartanson, Laura Murphy, Marie McMahon, Wheeler North, William Wyatt, Sean Young.

Additional Guests: Brenden Pierson, Van Dao Minh Anh

A. Call to Order

- Call to order 2:50p.m.

B. Adoption of Agenda

- Motion by Murphy, Gonzales second, agenda approved.

C. Approval of Minutes (2/25/20)

- Motion by Kjartanson, Gonzales second, minutes approved.

D. Business:

#	Item
1	<p>Managing and documenting the feedback and inquiries from the campus regarding the revised CGH.</p> <p>Murphy assured she has been cataloging all received feedback. In addition, website will have an online form to easily submit comments. Reminder deadline for collection of feedback is March 20.</p> <p>Gonzales shared updates and options on how to host webpage. The President's office will have ability to download feedback into a report to assist the CIA task group with work. Request for individuals to not include email address when providing feedback was discussed. Concern that individuals would be hesitant participating if required to include email address as they would not be able to remain unanimous. Murphy pointed out faculty can send her notes in her office if individuals are hesitant to share on website. Young and Harrison volunteered to be content managers for College Governance Handbook webpage. Will discuss additional updates on webpage offline.</p>
2	<p>Plan for College Governance Re-Structure Events: Forums, Workshops in order to give broader overview of changes and provide an opportunity to ask question and resolve issues.</p> <p>Reminder that intent of workshops/ forums is to provide the campus with an overview to the revised college governance handbook. Attendees will be reminded that changes were created based on recommendation from CIA consultants. Additional reminder will be that intent of these initial forums is not to integrate feedback from constituencies at this point. That will be incorporated into future forums. Some suggested "hot topics" to discuss were committee member's term limits, roles and responsibilities.</p> <p>Suggested layout for forums is to start with large groups to discuss the purpose, and then break out into smaller focus groups. Allowing majority of time for Q & A.</p> <p>Agreed upon dates for forums: Tuesday, March 17: 10:00 – 11:30a.m. & 1:00 – 2:30p.m. And Wednesday, March 18: 10:00 – 11:30a.m. & 1:00 – 2:30p.m. Gonzales and Martinez will setup logistics.</p> <p>Murphy will edit presentation to be used at forums. Will add timeline, process for feedback, and webpage link.</p>
3	<p>Generate specific (yet tentative) schedule for Spring 2020 College Governance Re-Structure Timeline.</p>

	<p>Murphy shared the timeline for the rollout of the college governance handbook and major activities constituency leaders and Gonzales drafted.</p> <p>Kjartanson motioned to approve present timeline, Young second, Discussion followed. Murphy would like to standardize language and add timeline to website. Gonzales mentioned adding Spring 2021 dates to timeline as well. Kjartanson retracted motion, Young second. Kjartanson motioned to adopt timeline with proposed Spring 2021 dates, Young second. All approved. No objections or abstentions.</p>
4	<p>Review and continue the CGH Checklist:</p> <p>1) Graphic of College Governance Structure; 2) Website Page; 3) Master Calendar Workgroup.</p> <p>1.) Joan Mize is working on graphic of college governance handbook.</p> <p>2.) Website page was discussed in item D.1. In addition, Gonzales mentioned there is discussion on creating a process chart and governance committees chart in new handbook. Will discuss further with Gable.</p> <p>3.) Gonzales is in process of creating a draft master calendar. Will include campus and key district meetings. This is to assist in creation of updated committee meetings calendar. Need to address overlaps for future scheduling.</p>
5	<p>Request to add links to agendas and minutes of each of the committees to this latest draft of the College Governance Handbook.</p> <p>Wyatt suggested adding links of committees' agendas and minutes in new handbook. Murphy mentioned will keep on radar. The intent moving forward is a more user-friendly approach. Can proceed with this request once committees are reconstituted and approved.</p>
6	<p>Establish Process for managing College Governance Handbook Changes and Updating College Website.</p> <p>Postponed for future agenda</p>

E. Announcements

- None

F. Adjournment

- Meeting adjourned at 3:52p.m.

G. Next Scheduled Meeting: Tue, Mar 24th, 2020, room L-309

* [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

II. Student Learning Programs and Support Services

III. Resources

IV. Leadership and Governance