

# College Governance Committee **Special Meeting Minutes**

## San Diego Miramar College

Oct. 29, 2020 • Zoom • 4:00pm

ZOOM Invite: Join from PC, Mac, Linux, iOS or Android:

<https://cccconfer.zoom.us/j/98866375072>

**Members:** Adrian Gonzales, Jill Griggs, Mary Kjartanson, Laura Murphy, Marie McMahon, Wheeler North, Clarissa Padilla (absent), Brennan Pearson, Sean Young, Ananto Sarcowar, Channing Booth

**Additional Guests:** Donnie Tran, Lisa Clarke

### A. Call to Order

- Meeting called to order at 4:03p.m.

### B. Adoption of Agenda

- Gonzales motioned for approval of agenda, Kjartanson second, approved.

### C. Approval of Minutes (10/13/20)

- Kjartanson motioned for approval of 10/13/20 minutes, Murphy second. Booth abstained, needs to be added to list of committee members. Minutes approved.

### D. Business:

| # | Item  |
|---|---|
| 1 | <p><b>Action: Review feedback for the Draft #2 of CG Handbook</b></p> <p>McMahon shared collected feedback from department chairs and website. Items reviewed included feedback received for the Enrollment Management and Faculty Contact Hiring Committee, with respects to the role the Articulation Officer and Academic Senate President, possess on these committees. Additional items discussed, included in section below, please see D.2.</p> <p>McMahon plans to condense feedback into one document, format and share with college to ensure transparency of process.</p>  |
| 2 | <p><b>Action: Assess the status of current unresolved issues with CG-Handbook Draft #2 and recommend appropriate action.</b></p> <p>CGC received requested feedback from Diversity and International Education Committee (DIEC) recommendations were discussed. Based on the provided statement from DIEC, CGC makes the following recommendations:</p> <ol style="list-style-type: none"><li>1. Total of 10 faculty -1 per school and 5 at large, with 1 of the 'at large' to be designated to Student Services to ensure representation of faculty from all areas.</li><li>2. Total of 5 Classified Professional representatives (per Classified Senate recommendation).</li><li>3. Identify this committee as operational. Gonzales, Young and Murphy will develop language.</li><li>4. Minor change to language regarding the scope of the committee responsibilities. "To Participate in" instead of "Lead" equity self-studies, equity data workshops, and equity leadership development.</li></ol> |

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|                 | <p>5. Add language that indicates the intention of adding the Faculty Equity Coordinator to this committee when the position become available.</p> <p>Grants &amp; Initiatives Sub Committee: The CGC workgroup recommendations were accepted. Noting it is as Ad Hoc Committee that reports to the College Council.</p> <p>Honors: CGC recommends this group become an identified governance committee, under Academic Senate. Rational based on effort to ensure awareness and integration of this program within our new governance structure. Incorporating it clearly into College governance allows for enhanced support and expansion among the college. Since this committee has faculty members and a coordinator role, it should be incorporated in the same processes other committees have, in order to ensure an open and inclusive process. Plan to involve individuals currently doing the work to participate in the implementation. McMahon will send Honors Committee recommendation. Also, need to identify how faculty are currently appointed to the District level Honors Committee.</p> <p>Some items on the “Parking lot” discussed. Matters will remain on a revolving list to be identified and review on a consistent basis.</p>   |
| <p><b>3</b></p> | <p><b>Action: Identify critical elements for the Spring 2021 Implementation process and make recommendations.</b></p> <p>Final draft of CGH will be sent out for campus approval. The items noted below are being worked on to improve processes within governance structure and transparency at all levels.</p> <p>McMahon will create preface for <u>flow chart</u>. Will integrate the Honors committee as an Academic Senate committee, with an explanation as to how aspects of its functionality are still being determined. Booth was encouraged to assist Mize with the graphics for chart.</p> <p>Plan to create a <u>list of campus operational committees</u>. Basic committee details and member composition will be included. Will also indicate how employees can express interests in serving on all committees (Governance, Operational, and District).</p> <p><u>District Office meetings</u> will be identified in handbook with brief description on each. Murphy identified need for improvement in the area as faculty are currently appointed to these committees while not following campus protocols.</p> <p><u>Rotation Cycle</u> of committee members tracking document in progress. Currently working on creating a process and schedule for staggering committee memberships in three-year cycle. This will allow rotation of committee membership over a length of time to maintain consistency, knowledge base, and open opportunities for others to serve. Reviewed current numbers of managers, classified and faculty at Miramar as of September 2020.</p> |

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|          | <p>Need to update language on <u>feedback webpage</u> for college. May want to add a definition of Ad Hoc meetings and Taskforces.</p> <p>In process of gathering and collating information needed for repository of days/ times/ types of committees occurring on campus and at the district for creation of a <u>College Master Calendar</u>. End goal is to have this assist with scheduling and eliminate overlapping meeting dates and times.</p>    |
| <b>4</b> | <p><b>Review Fall 2020 Timeline for CG Handbook moving through governance process for approval.</b></p> <p>Based the recent progress, currently still in alignment with projected timeline to roll out College Governance Handbook.</p> <p>Plan is to share final draft of CGH revise with all constituency leaders for them to share with their respective bodies. Will also send out handbook via email on college DL and place on college website.</p> |

**E. Announcements**

- None

**F. Adjournment**

- Meeting adjourned at 5:36p.m.

**G. Next Scheduled Meeting: Tue, Nov 10<sup>th</sup>, 2020**

**\* [San Diego Miramar College Strategic Goals Fall 2020-Spring 2027](#)**

- 1) **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
- 2) **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success.
- 3) **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making.
- 4) **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships

**\*\* [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**