

Minutes (Approved 04/08/14)
Miramar College Governance Committee

February 11, 2014

L-108

2:45 PM – 3:45 PM

Called to order: 2:40 pm

Members In Attendance: Joyce Allen, Daphne Figueroa (Chair), Bob Fritsch, David Navarro, Wheeler North

Members Absent: Sara Agonafer, Mariam Akbari, Emalina Ledbetter, Gerald Ramsey

Guests: Anne Gloag, Buran Haidar

Approval of Agenda and Minutes

The agenda was approved.

Minutes of December 10, 2013 were approved.

New Business:

1. Update on FLEX workshop – Daphne stated that there was good attendance at the FLEX workshop held the day after convocation. Many new hires and adjunct faculty attended. Anne commented that she learned a lot about faculty roles.
2. Committee Service – the committee reaffirmed that Spring semester should be the time for reviewing years of service, total voting slots available, and for recruiting future members. Rotation should happen if it is needed, but it is also important to keep members serving committees for the historical perspective. The committee will explore the assignment of brand new faculty as non-voting members on committees for the first year or semester. Buran mentioned that all newly hired faculty now have a committee assignment. The committee noted that, in particular for faculty, who have “committee service” required by the AFT contract, that there is a great disparity in how much time it takes to prepare for and attend various committee meetings. The committee felt that all committee members should use their proxy system, if they cannot attend. There are procedures in the College Governance Handbook that allow for a committee chair to recommend that a member who has not been attending be replaced. With regard to committees that have faculty members with reassigned time, the Curriculum Committee and the Basic Skills sub-committee have clearly defined roles for the reassigned duties to include chairing the committee or sub-committee. However, for FLEX Coordinator and SLOAC Facilitator, the job description lists them as resources, not as committee chairs. In the case of the SLOAC Facilitator, that person is a non-voting resource member. There was some discussion of the difficulty encountered by the FLEX Coordinator in trying to recruit members for the recently revised FLEX Committee.

Recommendation: The committee recommended that a FLEX Committee may not be necessary and that the FLEX Coordinator could act as a resource to the Staff Development Committee when activities are related to classroom faculty. It should be the Staff Development Committee that takes on the role of recommending Staff Development activities for the entire college.

3. CG Handbook Review (work groups) – all members will review pages 4-7 and Appendices I-V of the College Governance Handbook. Daphne will conduct a “technical review” of all of the committee and sub-committee pages. Committee members will report back at the next meeting.

Old Business:

Review of the College governance committee structure – the committee agreed that the links to the accreditation standards and committee goals should also be reviewed after the new accreditation standards have been approved and adopted by ACCJC.

Recommendation: The committee recommended that all committee chairs link their agenda items to the College Strategic Plan goals, such as is the current practice for CEC, Facilities, and PIEC.

Committee Reports/Other: None

Next Meeting: February 11, 2014, 2:45 pm

Adjourned: 3:18 pm