Meeting Minutes
College Governance Committee
Miramar College
Dec 8, 2015, Room N-206
2:45-3:45pm

Meeting Called to Order at 2:52pm

Members in attendance: Darrel Harrison, Marie McMahon (chair), Daphne Figueroa, Patricia Hsieh, Wheeler North.
Members absent: Olivia Light, Joyce Allen, Sara Agonafer.
Guests: None.

A. Call for approval of:
- a. Meeting Agenda - motioned, seconded and approved.
- b. Meeting Minutes, 2 sets, one from 05/12/15 and the other from 10/13/15 - motioned, seconded and approved. During the discussion period Wheeler North (WN) suggested using formatting (such as bold, etc.) to highlight "action" items that were voted on.

B. Guests Introductions: None.

C. New Business:

1. Effective Method for 'posting' of Governance Committee Materials.
Marie McMahon (MM): Since meeting agendas and minutes can serve as evidence for how decision making bodies operate, it is important to have these items be posted on the website in a timely manner. Therefore an effective, useful method must be practiced on our campus. This issue is related to the Accreditation Standard IV A. 7 and will be a primary focus of this meeting.

MM indicated that ***the current method used to post college governance committee meeting agendas and minutes - whereby the various committee chairs (experienced and new) upload the documents themselves – was not accomplishing the goal of "effective timely posting".*** Therefore: What can we do to make this as easy as possible - what would the process be like?

Patricia Hsieh (PH) – reminded the committee that former library dean did not allow anyone to add to web content other than that office. However, with reorganization of that area it enabled individuals to post material (empowering them to learn this skill) although without much guidance or assistance since there was limited time available to assist in this despite the addition of a webmaster (Bill T Smith). PH recommended *selecting a designated person to post these materials* – giving the task to one person so every new chair does not have to be trained to do this task, which is timely and has shown to be ineffective.

Daphne Figueroa (DF) also reminded committee some consistency for the process of posting these files was needed. Again, because chairs of a committee change, this can cause a slowing in the process. PH suggested the college presidents office (secretary) would be the point person for the CGC committee.

WN mentioned that one or a few point people on the entire campus need to do this and that we as a college need to acknowledge that is very important and to make it a priority. Thus, *a committee chair (whether faculty, administrative or classified) simply needs to email these documents to the point person in a timely manner. This point person then uploads these documents and then notifies the chair of the successful posting of this material to the website.*

PH asked that the committee chair copy her office so that she knows the materials have been forwarded – *the best format would be pdf, such that content cannot be changed.*

WN dais the chair should copy the entire committee, the way that the College Executive Committee (CEC) does.

DF recommended training of committee chairs and co-chair in a consistent manner that is in line with the recommendations prescribed in the **College Governance Handbook**. PH said we have a great handbook and now we need to have a system that can 'enforce' the useful guidelines in the handbook.

MM recommended that we propose a Flex Activity for this issue this Spring (*may require establishing best practices prior to holding workshop*).

ACTION: DF recommended that *we propose selecting a few designated people who committee chairs will email documents in a timely manner, copying entire committee, and the point person uploads these documents and notifies the chair*. Motioned, seconded and **approved**.

PH and WN both stated that we need to figure out who these point people are for which committee on campus. PH said if there is an admin co-chair of a committee, then their secretary can be this person. For others, we need to figure out who can assist them.

2. Committee Assessment Tools – for possible consideration in Spring 2016.

WN stated that according to Accreditation Standard IV A. 7, the college needs to be able to say that we are effective in evaluating our processes, and we need to establish this process formally – in the same way that other colleges in California have been practicing very effective methods of evaluation.

DF reported that with regard to this topic, the three of them, DF, WN and Darrel Harrison (DH) had talked before this meeting and want to suggest that Daniel Miramontez, Laura Murphy and Xi Zhang be invited to the CGC meeting to help the committee develop an assessment or evaluation instrument - taking input from what other colleges have done (e.g. the four different forms shared at previous CGC meetings this semester), and making one that fits Miramar College and matches our scorecard and other things we do. DF mentioned that the SPAS report was very well received at Academic Senate (AS) and that the "Campus Planners" should be involved. In this way we can evaluate committees effectively in a way that is compatible with other forms of evaluation on our campus.

WN mentioned that this committee (CGC) has the charge of documenting this evaluation.

ACTION: WN recommended *this issue of Committee Assessment Tools be discussed with the Planners (Daniel Laura and Xi) at the first CGC meeting in Spring 2016, that being Tuesday, Feb 9th, 2016*. Motioned, seconded and **approved**.

MM recapped how the "Committee Evaluation" forms were provided to her during the Institutional Effectiveness Partnership Initiative (IEPI) site visit by the Partnership Resource Team (PRT). Four of these forms from various community colleges have been shared with the CGC members. These examples can be examine by all (CGC and Planners) and from this create our own form for use as an evaluation tool.

The committee discussed various possibilities of what basic information should be collected about every college governance committee. How could this be implemented? When would this commence?

WN added that directions for committee chairs needed to be in the College Governance Handbook, and as with other issues, this document (handbook) informs the chairs of these basic obligations in terms of self-evaluation.

PH noted that this could also be a part of the assessment and planning discussion.

CGC members then discussed various questions that might be presented to the "Planners" at our first CGC meeting. Some of the main issues were - the **number of data elements** and **some flexibility for individual committee uniqueness** in what they do.

DH suggested the cycle of committee assessment should be semester by semester, not by year, as the nature of the tasks of a committee may vary within an academic year.

PH asked how many committees are doing this? DF suggested a 'Chairs Check List' that every chair get, WN added not make this too overwhelming or too ambitious, in order that we actually get things started and not be waylaid by digging too deep in the weeds.

CGC members agreed that some basic tick boxes could apply to all committees.
Examples:

1. Meeting Agenda Posted ……… ☐

2. Meeting Minutes Posted ……… ☐

3. Orientation of Committee……….. ☐

4. Review of Committee Goals…… ☐

5. Quorum Met …………………..   ☐   * or How often did this committee not meet quorum _____.

MM mentioned that there may be an opportunity for deeper details in some instances and WN cautioned the need to start simple and journey toward the more narrative evaluation, each year being able to expand on that. This process involves trying to change the culture of this institution and this can be accomplished more effectively if applied more slowly.

PH said that setting goals and conducting evaluations then enabled us to come back and see how much we have accomplished, i.e., enabled analysis, to lead to improvement.

WN said a prime focus is on what leads to improvement, and that the mechanism for that is this (CGC) committee. If there is an issue (e.g. a problem making quorum) then we need to capture the data for that.

It was also mentioned that some group or persons would need to collect and collate this information – DF suggested that the dialogue we have with the "Planners" is going to help with this. We can come up with the things we want to measure and then find a way to help us all do this.

D. Old Business:

3. Status of Updated College Governance Handbook (Review): For presentation and adoption at College Executive Committee (CEC)

DF reported that the changes were all made, just making the final proof reading correcting typos. PH asked when are these going to posted and (CGC members present did not request to see them again) DF replied this was approved by all except classified senate and associated student council, could be sent to Briele to post by the end of Fall semester?

4. Planning and Institutional Effectiveness Committee Recommendations - already considered

5. Review of College Governance Committees Yearly Goals: IPR/SLO
MM asked the question of when establishing Goals vs Charge vs Priorities, if completed by a committee, who does this info go to? WN gave example that the priority of this committee (CGC) was to help committees meet accreditation Standard IV A. 7; Can be approached basically like an annual action plan based on charge of committee – some committees will do the same thing every year, while others will be more dynamic.

 CGC recognized importance of promoting leadership of col governance committees from tenured faculty, especially noted was to let all dept chairs effectively conveys this and incorporate into effective faculty evaluations too. The Chair of Chairs should be kept informed about the developing committee evaluation process and encouraged to promote all dept chairs to support this approach. This coming from other faculty leaders rather than administrators is much more effective in garnering more effective faculty involvement.

6. Request of Yearly Goals from the Co-Chairs of College Governance Committees – redundant; issue as above.

E. Committee Reports/Other: Tabled.
F. Next Scheduled Meeting: Feb 9th, 2016.

   Meeting adjourned at 3:46pm