College Governance Committee Minutes
San Diego Miramar College
March 14, 2017, Room N-206, 2:45- 3:45 pm

Members present: Sara Agonafer, Joyce Allen, Darrel Harrison (absent), Patricia Hsieh, Mary Kjartanson, Ricardo Marin (absent), Marie McMahon, Laura Murphy, Wheeler North
Vacancies: 1 Classified, 1 Student
Guests: Gerald Ramsey, Kelly Enos, Oscar De Haro

A. Call to Order
1. Meeting called to order at 2:45 pm
B. Approval of Agenda and Minutes
1. Approval of agenda and minutes from 2/28/17
2. Introduction of ACCJC team members Kelly Enos and Oscar De Haro
3. McMahon announced her appointment to the committee to fill the vacant faculty spot.

C. Old Business:

#	Item
1	**Update on Spring FLEX Workshop Training on Governance** • McMahon distributed flyer for the FLEX workshop #2 set for Friday 4/14/17. Email was sent to all committee chairs and co-chairs. RSVPs are coming in.
2	**Update on CG Committee Webpages** • Committees are currently up-to-date for website posting of agendas and minutes.
3	**College Governance Committee Evaluation Tool** • Members decided to provide a reminder to committee chairs/co-chairs of the deadline for the CGC Evaluation Tool submission in mid-April and then 2 weeks prior to the May 17th deadline. In addition, through the CGC Chair, the committee will use this opportunity to distribute a list of committee membership and ask for updates and appointments to be completed by the May 17th deadline as well.
4	**Standardize CG Committee Notification of Upcoming Meetings** • Members discussed importance of notifying all interested parties of upcoming CG committee meetings. Some issues were raised over inundating the DL with emails. The CGC concluded that it would include language in the edits to the CGC Handbook under "chair duties" requesting that all committee meeting notifications to go through the DL.
5	**Master List for CG Committee Membership** • Master list for CG committee membership was compiled with input from the managers (via President Hsieh), AS President, and CS President. List will be distributed to committee chairs for updates and appointments as discussed in #3 above.
6	**CGC Edits to CG Handbook** • **Committee edits** o Committee will continue with technical edits to the Handbook. • **Taskforce vs. committee nomenclature** • **Voting vs. non-voting designation** o Committee discussed the history of a voting vs. non-voting member. The Handbook has no description or role for non-voting members. Historically, people wanted to be on a committee in which there was no voting member

	space so the term "non-voting member" arose (this terminology arose in the last 4 years). The CGC members concluded that a member is defined by our CG Handbook so there is no such thing as a "non-voting member". Additional discussion ensued regarding whether continuous guest attendance would count towards a faculty member's contractual obligation to serve on a committee. The CGC concluded that again, the membership of a committee is defined by the CG Handbook and while meetings are open for attendance by all, faculty should serve as a voting member on at least one committee (if at all possible, in consideration of teaching schedules). This clarification will be included and shared at the 4/14 Governance Training FLEX workshop.

7	**CGC Change Proposals** *(Standing Item)*
	• **Student Services Committee**
	    o Change approved through CEC
	• **Student Services Program Review/ Student Learning Outcomes Assessment Change Proposal**
	    o Proposal was shared with committee. Changes to membership and goals. Committee suggested edits. Ramsey will bring back to the next meeting.
	• **Timing for changes reflected in Handbook/ website**
	    o Committee discussed necessity for Handbook to reflect governance changes in a timely manner. Question was raised on who would maintain a list of official documents showing changes. It was pointed out that all changes, including the CGC proposal form and committee page, would have to go through CEC so there would be a record kept in that group. The CGC Chair could also keep a record for the CGC. Committee concluded that if the change was approved through CEC, the Handbook would not need to be vetted through governance again for that particular change. Updates will be made by the CGC Chair and occur as they are approved and be reflected in the Handbook and on the Website.

D. New Business:

#	Item
1	**Crosswalk between committee goals/accomplishments and Accreditation Standards** • Murphy shared a sample crosswalk between committee goals, accomplishments and the Accreditation Standards, down to the substandard level, for PIEC and IR PR/SLOAC Subcommittee. Committee discussed the value of having this level of alignment in ensuring that the functions of a committee are directly related to college responsibilities as outlined by Accreditation. Members also commented on how this would streamline the process for accessing important evidence for accreditation purposes. Discussion will continue on best way to proceed with this alignment throughout the governance system.
2	**Creation of CGC Calendar** *(on hold for 4/11 meeting)*
3	**Review of Taskstream for automated collection of CG Committee information** *(on hold for 4/11 meeting)*

E. Meeting adjourned at 3:52 pm
F. Next Scheduled Meeting: 04/11/17

* 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.