

College Governance Committee Minutes

San Diego Miramar College

April 25, 2017, Room N-206, 2:45- 3:45 pm

Members: Sara Agonafer, Joyce Allen, Darrel Harrison (absent), Patricia Hsieh (*Brett Bell as proxy*), Mary Kjartanson, Marie McMahon, Ricardo Marin (absent), Laura Murphy, Wheeler North

Vacancies: 1 Classified, 1 Student

Guests: None

A. Call to Order

- Meeting called to order at 2:53 pm

B. Approval of Agenda and Minutes

- Approval of 3/14/17 minutes
- Agenda adopted; agenda amended to include *Professional Development Committee Proposal* under *C5: CGC Change Proposals (Standing Item)*

C. Old Business:

#	Item
1	Update on Spring FLEX Workshop Training on Governance - CGC Evaluation Tool Workshop Training #2 took place on 4/14/17 from 12:30- 2:30 pm. 23 in attendance.
2	College Governance Committee Evaluation Tool - Murphy sent out mid-April reminder of 5/16 deadline for CGC Evaluation Tool and Committee Membership Lists for 2017-2018 year; committee discussed timing of the recommendation to move the updated evaluation tool through governance for approval; committee decided to wait until the evaluation tools are collected for 16-17, evaluated, and tool updated in fall 2017 before moving recommendation through governance.
3	CGC Edits to CG Handbook - Edits to Handbook continue. Addition of the Student Services committee changes. Murphy to complete technical edits for approval by the committee. Murphy will continue with substantive changes for consideration in fall 2017. Committee decided to add "Governance Routing Form" and "Proxy Form" from the Handbook to CGC website as writable PDFs.
4	Crosswalk between committee goals/accomplishments and accreditation standards - CGC discussed crosswalk and suggested that committee chairs/ co-chairs perform this crosswalk of accreditation standards to committees goals (to level of substandard, minimum), to committee activities, and to include links to the accreditation standard language on agendas. This suggestion was shared with the committees at the CGC Evaluation Tool Workshop Training #2 discussed above.
5	CGC Change Proposals (<i>Standing Item</i>) <ul style="list-style-type: none">• Student Services Program Review/ SLOAC Subcommittee (<i>postponed</i>)• Professional Development Committee Proposal. McMahon shared the Professional Development Committee proposal developed by the Professional Development Taskforce. Committee discussed the proposal and suggested the following edits: change "Committee Name" in proposal to CGC; use tri-chair construct; change title of school to BTCWI; add overlap of function language for faculty members; add goal to include development of professional development plan and alignment with campus planning and standards; add language regarding the dissolution/ absorption of Staff Development Committee. Bell shared

	a “professional development outline” for application/ travel requests, for the committee’s consideration. Edits will be made and brought back to next committee meeting on 5/9/17. Committee to include changes and take action at the next meeting.
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D. New Business:

#	Item
	Review of CGC section for Educational Master Plan - Committee determined that changes to reflect current practices and handbook for college governance were sufficient.
1	Professional Development Taskforce Update - McMahon shared information from the 2 nd Professional Development Taskforce meeting. Taskforce has proposed a draft committee structure for a Professional Development Committee, which would absorb and expand on the duties of the current Staff Development Subcommittee and include input from the FLEX Coordinator, Associate Dean for SES, Faculty Coordinator for Academic Support, and Academic Senate Professional Development Coordinator (position and title not yet established). This proposal will be prepared formally for CGC, including the proper routing form. The proposal will also be reported to CEC, from which the Taskforce was derived. The Taskforce included constituency-wide representation and the Staff Development Committee Chair was invited and included in all correspondence.
2	Review of Taskstream for automated collection of CG Committee information - Committee reviewed a mock workspace for collecting CGC information in Taskstream. Committee suggested that the workspace be edited to include mapping function for committee goals to accreditation standards and to add folders for agendas and minutes. Murphy to edit workspace for Instructional Program Review/ SLOAC Subcommittee as a demo to share at the next meeting.
3	Creation of CGC Calendar - Creation of calendar ongoing

E. Committee Reports/Other

- o None

F. Next Scheduled Meeting: 05/09/17

G. Adjourned

- Meeting adjourned at 3:57 pm.

*** 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.