

# College Governance Committee Minutes

## San Diego Miramar College

Apr 27, 2021 • Zoom • 2:45pm to 3:45pm

**Members:** Adrian Gonzales, Jill Griggs, Mary Kjartanson, Laura Murphy, Marie McMahon, Clarissa Padilla, Brennan Pearson, Sean Young, Channing Booth

**Not Present:** Ananto Sarowar

**Additional Guests:** Judy Patacsil, Adrian Arancibia

### A. Call to Order

- Meeting called to order at 2:46p.m.

### B. Adoption of Agenda

- Gonzales motioned to approve agenda, Booth seconded, approved.

### C. Approval of Minutes (4/13/21)

- Kjartanson motioned to approve minutes, Young seconded with edit of Booth's attendance at meeting, approved. Booth and Griggs abstained.

### D. Business:

#	Item
1	<p><b>Discussion: Review and Planning - Continue to plan for moving forward with: 1) Implementation of CGH for Fall 2021 and 2) Identifying Info, Individuals, Processes, Progress and Timeline for elements still under development.</b></p> <p>Patacsil presented information regarding International Education Committee. The ask from IE is for the committee to become operational, similar to the recent changes implemented for the Honors Program. Their rationale is due to the direction, guidance and support international education receives from the District and the SDCCD International Education Committee. Patacsil reminded the definition of operational committees from the handbook is that the committees/ programs are not recommending bodies, but responsible for implementing and carrying out the functions of particular requirements on campus. Contracts or other memorandums of understanding create all membership, meeting schedules, committee procedures and recommendations. The goals are to increase international education, creating opportunities for students throughout SDCCD. The charge is to advance student global learning outcomes through the enhancement of international education opportunities throughout the district. IE activities include study abroad, faculty development via opportunities to teach abroad, international partnership and international, global and multicultural events and activities on campus. IE focus advances learning and scholarship; builds understanding and respect among different people and enhances constructive leadership in the global community. Patacsil continued, after further consultation the updated recommendation is for the future of IE Committee maintain a similar but only an informal connection to the IDEA Committee resulting in no formal reporting structure. This is due to IE's activities and goals being in alignment related to building understanding and respect among different individuals. If IE is an operational body, it does not require a formal connection to a governance committee. This last ask is an update from the previously summited ask.</p> <p>Gonzales shared that the IE Committees at City and Mesa College, are categorized as operational with no formal reporting to governance committee similar to the current ask of our IE committee. Murphy agreed committee can be categorized operational, however would still request there remain a connection to a committee or Academic Senate, even if informal for reporting purposes</p>

as IE has to do with education. IE makes decisions on education, forms, individuals involved in the program.

McMahon thanked Patacsil for providing a thorough overview of information. The committee reviewed the provided Q & A document; IE has previously served as a taskforce, membership pulled from DIEC committee, noting there was no student or administrator assigned to committee. Patacsil shared the previous reporting structure of the taskforce was to the Dean and District Office, once decisions were made regarding IE at the district level, taken to CEC as an informational item and the Vice President of Instruction.

McMahon suggested for the College Faculty Coordinator to serve as a liaison for IE. Patacsil is currently in that position. This coordinator position is rotated every five years via the District's process. The selection process is through the district, similar to Honors Program and there are four faculty representatives from throughout the district, previously a consortium and part of SDICCCA within our region. Once phased out, district decided to view each of the colleges individually.

Kjartanson asked if there is an advantage of being an operational committee over a governance committee. Gonzales pointed out there are no specific advantages however based on definition from handbook, the taskforce fits into this category as it does not make procedural decisions.

Murphy agreed, following up with IE covers education, which is a 10+1 item.

Gonzales motioned to approve for IE to serve as operational with expectation to create a linkage with the IDEA Committees, College Council and Academic Senate to provide updates on activities.

Padilla seconded, 6 "yay", 0 "nay" and 1 abstention. The motioned carried.

Murphy would like to ask for additional information related to how many faculty are on taskforce, appointment, terms and structure. Additionally, Patacsil to provide McMahon vision of membership of IE taskforce.

#### **List of priorities for focus of last two CGC meetings:**

##### **1. Rotation Cycle of committee membership:**

Young shared one of the challenges that needs to be figured out is the process in which appointments for committees will be made. Needs to be initially defined at the Senate level, prior to implementing a new rotation cycle of membership to committees. As Classified Senate is currently focusing on bylaws, those are taking priority. Murphy shared Academic Senate is currently working on bylaws as well, but they will not go into effect until the spring semester is over. Her recommendation to AS will be for the AS Execs to start working on this as a group. Murphy shared AS process for filling vacancies; Sends out a call for vacancies in committees. Young shared Classified Senate's process of filling committees is a two-step process, first, reach out to existing committee members to see who will continue on assignment. Then send out call to fill vacancies. The entire process takes approximately five weeks to complete. McMahon recommendation to call for an additional meeting to outline best approach to pre-populating committee membership will bring feedback back to CGC.

##### **1. Master Calendar:**

Padilla pointed out creating a master calendar will be essential, Gonzales previously drafted, suggesting putting together a small work group to review and bring to a future meeting. Padilla suggested setting a deadline to create calendar, identify committees with time conflicts and reaching out to those chairs to attend the last CGC meeting scheduled for May 25. Gonzales pointed out the majority of the committees that need to be adjusted are primarily on Fridays, only four or five committees that need to reschedule dates and time. Gonzales and Padilla to work on draft master calendar.

2. Manager's definition for what qualifies as "committee service":

Gonzales shared the Deans have agreed on the language stated in the contract (CBA) for what committee services means in regards to faculty to meet contractual obligations. Will ask further on the identified process. Murphy would like to make sure there is a clear delineation between serving on a committee and attending a committee.

Murphy recommendation reviewing the remaining items on the CGC progress grid list and compiling a detailed list of whom will assume the charge moving forward as CGC will be disbanded at the end of the semester. Moving forward, many of the items will be charged to College Council. McMahon will prioritize CGC progress grid list and send out to committee for review.

Planning to move forward on Committee Chair training will be on FLEX week in fall 2021.

**E. Announcements**

**F. Adjournment-** 3:43p.m.

**G. Next Scheduled Meeting:** May 11, 2021.

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