

# College Governance Committee Minutes

## San Diego Miramar College

October 9, 2018 • Room N-206 • 2:45- 3:45 pm

**Members:** Sara Agonafer, Joyce Allen, Alana Bermodes, Darrel Harrison (absent with proxy- Wheeler North), Adrian Gonzalez, Mary Kjartanson, Laura Murphy, Marie McMahon, Wheeler North, Melanie Stuart, Carlos Trujillo, Sean Young

**Additional Faculty/ Guests:** Daphne Figueroa, Kurt Hill, Daniel Miramontez, Lou Ascione

### A. Call to Order

- Call to order at 2:46 pm.

### B. Adoption of Agenda

- Motion to reorder Item D5 to the first item of old business. Agenda adopted with the proposed reorder of items.

### C. Approval of Minutes

- Committee discussed that minutes from the 9/25/18 meeting need to capture discussion of the important of a website committee/group with the advent of Guided Pathways. Minutes were held for additional edits until the next meeting.

### D. Old Business:

#	Item
1	<p><b>CGC Handbook</b></p> <ul style="list-style-type: none"><li>• <b>Updates to handbook</b> Reviewed assignments for “tasks” in reviewing/revising CG Handbook:<ul style="list-style-type: none"><li>○ Review/revision of Introductory Material <i>Laura/ Darrel</i></li><li>○ Review/ revision of Appendix I and III <i>Joyce/ Sean</i></li><li>○ Review/ revision of Appendix IV and routing/ recommendation forms <i>Marie/ Wheeler</i></li><li>○ Identification of additional resources to include in Handbook. <i>Marie</i></li></ul></li></ul> <p>Once reviews/ revisions of handbook are completed, Figueroa suggested she and Lee could review for continuity. Will follow-up with Lee. North volunteered to review appendix IV/ recommendation forms. <b>Action:</b> <i>Murphy asked everyone to continue with their assigned tasks, the goal is to complete task in one month.</i></p> <ul style="list-style-type: none"><li>• <b>Update on policies regarding recording meetings</b> Bermodes shared that BP3100 will be updated, such that students are required to notify instructor and receive consent prior to recording class lectures.</li></ul>
2	<p><b>CGC “workshop” and communications</b></p> <ul style="list-style-type: none"><li>• <b>Identify committees for targeted assistance</b> Identified committees include: Honors Subcommittee and Website subcommittee. Allen made suggestion based on past practices; CGC had sent out a recommendation to all committees requesting to attend a scheduled meeting. This process was completed on a volunteer basis. Figueroa suggested this language to be drafted in letter mentioned below.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Open invitations</b> Murphy drafted letter outlining reminders to committee chairs regarding committee requirements. Discussion regarding posting physical agendas and where these locations are on campus. Murphy reminded everyone agenda are also accessible online. McMahon pointed out clarification regarding posting agendas and difference between “72 clock hours” prior to meetings, does not mean “72 workday hours”. <b>Action:</b> <i>Committee to provide feedback on letter and Murphy will distribute to committee chairs/co-chairs.</i></li> </ul>
4	<b>Guided Pathways- CGC and governance committees- Tabled</b>
5	<p><b>CGC Change Proposals (Standing Item)</b></p> <p><b>Website Subcommittee (2<sup>nd</sup> read)-</b> Committee reviewed the previous discussion from 9/25/18 on the proposal to dissolve the Website Subcommittee and the concern that there needs to be presence of website committee in the governance structure. Hill/ Miramontez explained that the Website Subcommittee has not been functioning as intended and has difficulty meeting quorum to accomplish tasks as set forth in the handbook. Hill/ Miramontez also reported that the Office of PRIE has 1.25 FTE to manage the website construction and maintenance. Hill/Miramontez stated that the group would be more agile as workgroup to be called upon on an as needed basis; with members that would be beneficial resources with expertise in specific fields. CGC members reiterated concern that there has to be governance involvement and oversight in something as important as the website, otherwise there could be a lack of accountability. Hill/Miramontez contended that this would be achieved by the parent committee, Technology. CGC members were concerned that that the constituency voices have not been adequately considered either formally through any committee or informally through workgroups, and that with the advent of Guided Pathways this will only become more important. In addition, CGC members voiced concerns that this large task will not be absorbed efficiently through the Technology Committee. . The recommendation from AS included creating specified or designated faculty positions. North stated it is the role of CGC to ensure the standards and goals are met. The governance model ensures the evaluation process is completed. Additionally nothing prohibits committees from forming workgroups to accomplish all the work. Hill stated the areas of concern would be moved to the Technology Committee and become part of their working model. Suggestion was made to have members of the Technology Committee and CGC meet offline to develop a new proposal that will address all concerns. <b>ACTION:</b> <i>Hill, Miramontez, North and McMahon to work offline to develop new proposal to bring to the October 23<sup>rd</sup> meeting.</i></p> <ul style="list-style-type: none"> <li>• <b>Distance Education Subcommittee</b> Currently the administrator at charge for this committee is assigned to the Dean of PRIELT. Ascione and Miramontez recommended changing this to include an instructional dean, as this would be more beneficial to the subcommittee. The Dean of PRIELT does not have purview over any of the areas of instruction. Clarification was addressed regarding “Distance Education Faculty”, when the subcommittee was created this was designed to be filled by faculty members that were experienced in online education. Ascione pointed out it would be ideal to have additional faculty members designated to this committee for a broader perspective. Kjartanson pointed out the outline of this subcommittee appears to be outdated and no longer functional. Due to this, the committee feels restricted in their role. Currently the only way Ascione may vote on committee is if he were someone’s proxy. North suggested to replace language with “any administrator” and update membership to include one faculty member from each school</li> </ul>

	to create campus diversity. <b>Action:</b> Ascione will take the CGC recommendations to Distance Education Subcommittee and bring back to next meeting.
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**E. New Business:**

#	Item	Strategic Goal*	Accreditation Standard**	Initiator
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**F. Announcements**

- None

**G. Adjournment**

- Adjourned at 3:45 pm.

**H. Next Scheduled Meeting: October 23, 2018**

\* [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.

\*\* [ACCJC Accreditation Standards \(Adopted June 2014\)](#)

**I. Mission, Academic Quality and Instructional Effectiveness, and Integrity**

I.A Mission

I.B Assuring Academic Quality and Institutional Effectiveness

I.C Institutional Integrity

**II. Student Learning Programs and Support Services**

II.A Instructional Programs

II.B Library and Learning Support Services

II.C Student Support Services

**III. Resources**

III.A Human Resources

III.B Physical Resources

III.C Technology Resources

III.D Financial Resources

**IV. Leadership and Governance**

IV.A Decision-Making Roles and Processes

IV.B Chief Executive Officer

IV.C Governing Board

IV.D Multi-College Districts or Systems.