

# College Governance Committee Minutes

## San Diego Miramar College

Feb 11, 2020 • Room L-108 • 2:45- 3:45 pm

**Members:** Sara Agonafer(proxy: Terrie Hubbard), Joyce Allen(absent), Darrel Harrison, Adrian Gonzales, Mary Kjartanson, Laura Murphy (absent), Marie McMahon, Wheeler North, William Wyatt, Sayeh Dehestani (absent), Aakanksha Patel (absent), Sean Young (absent). **Guests:** Becky Stephens

### A. Call to Order

- Call to order 2:50p.m.

### B. Adoption of Agenda

- Motion by Kjartanson, Gonzales second, agenda approved.

### C. Approval of Minutes (12/10/19)

- Motion by Kjartanson, Gonzales second, Hubbard abstained, minutes for 12/10/19 approved.

### D. Business:

#	Item
1	<p><b>Review of the current Draft of College Governance Handbook from CIA Work Group for Distribution and Vetting by all Constituency Groups</b></p> <p>McMahon mentioned Gonzales' comment about CIA Work Group being a taskforce, once the task is complete could dissolve the group. McMahon pointed out the following goals:</p> <ol style="list-style-type: none"><li>1. Complete basics of handbook before launching to College for review.</li><li>2. Create Master Calendar "taskforce".</li></ol> <p>Additionally need to figure out what office/entity should be tasked with maintaining. Suggestion was for it to be the President's Office, as in past practice.</p> <p>Hubbard expressed concern about when recommendations are going to be discussed with committees. McMahon pointed out wanting to create cover letter to attach to handbook, itemizing changes so it is readily visible to whomever is reviewing document. Kjartanson agreed. Gonzales reminded there is also a plan to hold campus forums to assist with communication of rollout. Pointing out the intent is to allow ample time for committees to review and provide feedback so items can be discussed further at CGC, ultimately leading to version two of handbook. Additionally, another way to receive campus input would be to implement an electronic tool to facilitate communication.</p> <p>North mentioned there are categories of input, individual vs. committee based. Emphasized the importance of individual input.</p> <p>Kjartanson referenced to CIA's agreed upon process that all feedback (individual and committee based) would come directly from the constituency leaders. Wyatt agreed.</p> <p>Hubbard recommendation that handbook go to committee chairs for review first, then out to the constituency leaders. Kjartanson pointed out Murphy expressed several times all feedback would be funneled through constituency leads.</p> <p>Gonzales reminded the intent behind distributing handbook and having input come back through constituency leads is for everyone to review with an institutional perspective, while allowing for an open dialogue.</p> <p>McMahon would like to suggest for all committee chairs to agenize item to review handbook and provide feedback.</p> <p>Harrison pointed out distributing handbook with the intent for committees to agenize and provide input, would also serve as evidence for our accreditation report.</p>

	<p>North stated we want to communicate to campus that input is welcome from individuals as well, not only directly through committees. Simply need to provide input to leads.</p> <p>Gonzales emphasized need to finalize timeline of roll out process.</p> <p>McMahon added in the latest version would like to include an improved flow chart.</p> <p>Kjartanson mentioned Mize is in the process of revising.</p> <p>McMahon pointed out wanting to improve communication with campus as a result of a fellow faculty member comment. Would like to propose for CIA members to go to individual committees to review and open a dialogue.</p> <p>Wyatt proposed adding a component/flowchart to handbook for process of how to request funds for committee events.</p> <p>Gonzales stated possibly adding a FAQs area. This could also include an area addressing which committees focus on specific District policies.</p> <p>North pointed out idea to add an appendix.</p> <p>Date of next CIA meeting forthcoming.</p> <p>Stephens shared there were some recent changes to the TEAM subcommittees' name. At previous CGC meeting (12/10/19), approved to change BSI subcommittee name to Transfer English and Math (TEAM), however since would like to change to Success in English, ELAC and Math (SEEM).</p> <p><b>Action:</b> Kjartanson moved to change name from Transfer English and Math (TEAM) to Success in English, ELAC and Math (SEEM), second by North, unanimously approved.</p>
2	<p><b>Tentative Time-line for Spring 2020 College Governance Re-Structure Events and Feedback</b></p> <p>McMahon will follow-up with email of timeline for dissemination of handbook.</p> <p>Gonzales will reach out to Gable and Murphy to see expectations and meeting date.</p>
3	<p><b>Update on College-wide process for Grants and Initiatives – Tabled</b></p>
4	<p><b>Establish Process for managing College Governance Handbook Changes and Updating College Website – Tabled</b></p>

**E. Announcements**

- None

**F. Adjournment**

- Meeting adjourned at 3:46p.m.

**G. Next Scheduled Meeting: Tue, Feb 25<sup>th</sup>, 2020, room L-309**

\* [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

II. Student Learning Programs and Support Services

III. Resources

IV. Leadership and Governance