

Minutes
Miramar College Governance Committee
March 12, 2013
M Building, M-107R, Paralegal Conference Room
2:45 – 3:45 PM

Called to order: 2:50 pm

In attendance: Buran Haidar (Chair), David Navarro, Joyce Allen, Terrie Hubbard, Lou Ascione, Daphne Figueroa

Absent: Sara Agonafer, Bob Fritsch, Wheeler North, Elizabeth Del Rio

Approval of Agenda and Minutes

The agenda was approved with the addition of a New Business item: “Academic Affairs Recommendation: Enrollment Management”. The minutes of February 12, 201 meeting were approved.

New Business:

1. **Review of the College governance committee structure**

B. Haidar emphasized that review of the College governance structure aligns with the College Governance handbook CGC goals #3, #4 and #5:

- Review and make recommendations regarding changes to the model as outlined in this Handbook. (CGC 3)
- Review and make recommendations regarding changes to this Handbook. (CGC 4)
- Provide an annual evaluation of the governance structure and its operating effectiveness. (CGC 5)

Members discussed elements for considerations in the review, including mapping of committees’ functions to:

- Academic and professional matters, Policy and process versus procedural implementation
- Alignment of governance structure with the college integrated planning process, with examples such as the recent discussion of the Hiring Committee membership, and the CGC recommendations for a college-wide Program review committee

2. **Academic Affairs Recommendation: Enrollment Management-** D. Figueroa presented to the committee:

- A filled-in Governance Committee Recommendations and Routing form from the co-chairs of Academic Affairs Committee (AAC) stating: “Please keep topic of enrollment management be under the purview of the Academic Affairs Committee as stated in the committee goals in the Miramar College Governance Handbook”
- A copy of the Handbook page of the AAC highlighting the goal stating: “Discusses instructional operational issues including class scheduling, enrollment management and educational policy matters”
- A copy of the AAC Oct 18, 2012 minutes highlighting enrollment management information item stating: “It was moved seconded and carried that the topic of enrollment management be under the purview of Academic Affairs Committee and that the Committee can consider recommendations from the Deans’ Council.”

The committee reviewed all documents and concluded the forwarded recommendation to be a non-issue and that no change is needed. Enrollment management is already among the instructional operational issues under the AAC goals and all members of the Deans Council are already members of AAC.

Old Business:

1. **Raising awareness: responsibilities and best practices of effective participatory governance.** B. Haidar updated the committee on the discussions of its workgroup 2 (WG-2)

that met on 2/25 and discussed the elements of the CGC upcoming training workshops and their desirable outcomes. The elements included

- a. Mapping of Committee functions to:
 - Academic and professional matters or other
 - ACCJC accreditation standards
 - Related to policy and process development or to decision-making of implementation

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- b. Reporting relationship of committees in the current governance structure
 - Name of related committees, name of other Chair/Co-chairs, and meeting times
- c. Best practices: Chair's role, starting out agendas & meetings minutes (Brown Act), member responsibilities and succession plan for Chair or co-Chair.
- d. Mechanism for gauging effectiveness of our "Training of Trainers and Committee members"
- e. Number of training sessions and timing: 2 session, with a proposal for 2nd week of April on Wednesday, Thursday, and Friday. Doodle all Committee Chairs and Co-Chairs Chairs for availability

2. **Revision and update of glossary of terms-** D. Figueroa presented, on behalf of workgroup 1, a revised version of the "Glossary and Resources" section in Appendix III of the Governance handbook. The committee reviewed and approved the changes that will be forwarded to all constituents for College approval.

Committee Reports/Other: None

Next Meeting: April 9, 2013

Spring 2013 CGC Goals and Activities

Embracing Opportunities and Addressing Challenges of Participatory Governance

Goal 1. Implement effective communication strategies and actions for raising awareness & education about specific responsibilities, and following-through on the college adopted participatory governance processes.			
Strategy	Activities	Target Date	CGC members
A. Communicate the College governance principles, process, and practice	President's Convocation spring 2013	January 24, 2013: Accomplished	Buran, Wheeler, Bob, & Daphne
B. Training of Governance Committees on roles, place in the decision-making process, and responsibility for timely communication of decision and following-through on the process	Plan for holding "Train the Trainer" session(s) for governance committee chairs and co-chairs as trainers for committee members	March 8 for discussion at CGC on March 12 Accomplished	Assigned to Workgroup 2 (WG 2): Buran, Bob, Terrie, Wheeler, & Daphne
	Implementation of training session(s)	April 1-30	Teams of at least two CGC members.
	Evaluation of effectiveness of training	May 1-10	
Goal 2. Develop Campus understanding and common use of terms			
Strategy	Activities	Target Date	CGC members
	Update and revise the glossary of terms in Appendix 3 of the College Governance handbook to include: AB1725, Title 5 regulation, and roles of faculty "Collegial Consultation", and staff and students "Effective Participation".	March 8 for discussion at CGC meeting on March 12 Accomplished	Assigned to workgroup 1 (WG 1): Joyce & Daphne
Evaluation by CGC May 14, 2013			

Glossary and Resources

AB-1725	Refers to Assembly Bill 1725 (1988) as implemented in Title 5 California Code of Regulations (CCR). The primary role of Title 5 (sections 53200-204) is to implement the collegial consultation process as defined in AB1725.
Title 5	Refers to Title 5 of the CCR that is the section of the code that deals with Education. Typically, what is in the CCR is regulation with the force of law.
Standing Committee	Any committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body.
Strategic Planning	The College Governance Handbook defines the structure of governance and order of authority within the legally mandated consultation process at Miramar College. The College Strategic Plan guides the planning, review, and evaluation processes along with the short and long-range calendars for implementation. The College Strategic Plan and associated divisional and operational plans then contain the product of all college planning and are the basis for all decision making following the structure laid out in the College Governance Handbook. (Inserted in appendices)
Constituency Group	One of four groups who represent the entire body of Miramar College. This includes the Academic Senate, the Associated Student Council, the Classified Senate, and the College Administration. These groups are represented by their respective presidents and all are elected with the exception of the College President. This means the College President may vote without further process, but the other three representatives may need to solicit the will of their respective constituency groups prior to voting unless otherwise allowed for in their specific bylaws.
Collegial Consultation	In accordance with Title 5 of the CCR and as defined in SDCCD Board Policy, BP 2510 (Participation in Local Decision-Making), collegial consultation refers to the manner in which the Academic Senate and the Board of Trustees consult on Academic and Professional matters. Note that, per SDCCD Board Policy, BP 2510 (Participation in Local Decision-Making), “the appointment of faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the Chief Executive Officer (or designee) by the Academic Senates”;