

**Minutes (Approved 05/23/14)**  
**Miramar College Governance Committee**

April 8, 2014

L-108

2:00 PM – 3:00 PM

**Called to order:** 2:11 pm

**Members In Attendance:** Sara Agonafer, Joyce Allen, Daphne Figueroa (Chair), Anne Gloag, Gerald Ramsey, Wheeler North

**Members Absent:** Mariam Akbari, Bob Fritsch (proxy J. Allen), Emalina Ledbetter, David Navarro

**Guests:** Buran Haidar

**Approval of Agenda and Minutes**

The agenda was approved.

Minutes of February 11, 2014 were approved with minor amendments. (No minutes for March, as quorum was not achieved and no business was conducted.)

**New Business:**

1. Curriculum Tech Review sub-committee – The committee recommended that clarification be sought from the Curriculum Committee Chair regarding implications for articulation and whether or not the Curriculum Technical Writer and Articulation Officer positions may be merged in the future. Daphne will forward these comments to Dan Igou, Curriculum Committee Chair.

2. BRDS Addition of Co-Chair – The Budget Resource Development Subcommittee of PIEC is recommending that the VPA be added as a co-Chair.

**Recommendation:** The committee recommended that this recommendation be forwarded to the constituent groups for discussion prior to final discussion and approval at CEC. Daphne will send the recommendation to constituency leaders to add to the agendas of their next meetings.

3. ESTF to become Sub-committee – The Environmental Stewardship Task Force is recommending to become a subcommittee of Facilities, remove Staff Development as a co-parent committee, and revise its goals. Goals 5-9 were discussed and appeared to be activities rather than committee goals. Goal #1 should reflect all participatory governance groups, not only the Academic Senate.

**Recommendation:** The committee recommended that goals 5-9 be incorporated into goals 1-4 as annual activities. The committee recommended to re-word goal 1 to reflect all participatory governance groups. The committee recommended that if these changes could be made quickly, then the overall recommendation to become a standing subcommittee of Facilities should move forward to the constituency groups for discussion prior to final discussion and approval at CEC. Daphne will contact ESTF Chair Laura Gonzalez asap to see if the changes could be made in time for the next meeting of all constituency groups.

4. Technology Committee Co-Chair eligibility – the Technology Committee recommends that the current restriction to a faculty co-Chair be lifted so that any faculty, Classified Staff member, or student, could also serve as Co-Chair.

**Recommendation:** The committee recommended that this recommendation be forwarded to the constituent groups for discussion prior to final discussion and approval at CEC. Daphne will send the recommendation to constituency leaders to add to the agendas of their next meetings.

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**Old Business:**

CG Handbook Review and Review of the College governance committee structure – the committee reviewed a draft form to be developed for the purpose of committee membership review and updates that are required in the spring semester. A number of items in the preamble and appendices of the CG Handbook need to be revised and re-worded to reflect current practices.

**Recommendation:** The committee recommended that committee members continue to review the preamble and appendices of the CG Handbook and that after revisions are made, then the committee membership review and update form can be developed.

In lieu of the form, this semester, since time is of the essence, Daphne will send a reminded to all standing committee and sub-committee Chairs/Co-Chairs asking them to please inform constituency leaders of any potential vacancies (members rotating off, retiring, etc.) and to ask them to also hold and report the outcome of Chair/Co-Chair elections for any that are due for election per the CG Handbook.

The CGC Chair and constituency leaders should receive this information in time for the CEC to confirm/ratify Chairs/Co-Chairs of standing committees/subcommittees by its last meeting on 5/13/14.

The committee also discussed plans for additional College Governance training in the fall semester for new Chairs/Co-Chairs, new committee members. It was also discussed that faculty with reassigned time have clearly defined roles as it relates to their reassigned time assignment. This may or may not align with other duties that they have in regard to their teaching and/or departmental responsibilities, or serving as a member of a participatory governance committee.

**Recommendation:** That the CGC, in consultation with the Academic Senate and College President, develop training for faculty in reassigned time roles to clearly delineate their responsibilities that relate to their reassigned time job description and to participatory governance.

**Committee Reports/Other:** None

**Next Meeting:** May 13, 2014, 2:45 pm in L-108

**Adjourned:** 3:15 pm