

Minutes
Miramar College Governance Committee
September 23, 2014, Rm L-107 2:45pm – 3:45pm

Meeting called to order: 2:45pm

Members in Attendance: Marie McMahon, Daphne Figueroa, David Navarro, Wheeler North, Buran Haidar, Patricia Hsieh; Joyce Allen.

Members Absent:

Guests: Laura Murphy

Approval of Agenda and Minutes

The agenda was approved.

The Minutes of May 23, 2014 were approved pending minor amendments regarding details of IPR/SLOAC recommended membership change.

New Business:

1. Reviewing & Reaffirming College Governance Process

- a. Consistent process for participatory committees & sub-committees to submit items for CEC acceptance.

Joyce mentioned there was difficulty getting things through the system and meeting deadlines so maybe there could be more clarity with how the routing of an item is going to be. For example, some problems with meeting not having quorum and this then setting the time table back. Second readings required, emergency meetings not always possible – so maybe there is a need to revisit the ‘flow’ of the process for everyone. The 6 ‘Plans’ needing approval was an unusual occurrence. Also the sequence of where (in what committee) an issue starts may vary.

- b. Time limit for soliciting feedback from constituencies when agreed upon deadline is missed.

Patricia Hsieh mentioned that all the deadlines were discussed at the start of the process at CEC with all the constituency leaders present. We can also provide as much info as possible via email in between meetings – if quorum cannot be met, then use the exec component of the committee to move business ahead.

Certain items were due in Spring 2014 but were delayed and are still needing to be submitted and finalized at this time. Ask for input from constituency and give a deadline and if no one comments then need to move on, cannot wait for delayed input, this just sets everything back. Also with regard to CEC, need to forward recommendation to other committees. This is related to training so that all are aware of their responsibilities.

- c. Role & responsibilities of the participatory governance members appointed by constituency leaders (all members need to bring information back to their constituency through the appropriate venue in a timely manner)

For example, many faculty may be on academic senate and David mentioned it is valuable to have a dialogue in dept meeting during ‘reports’ and Marie agreed that one persons perspective or ‘take’ on an issue or on what occurred may vary from another person view. For example, the College President represents the college at the chancellor’s cabinet and needs to be prepared and well informed to best represent the college, setting the model. Clarify roles of chairs and co-chairs of committees. Joyce Allen added that any member who is on a committee needs to ‘report out’. This may involve some follow up work on the part of the constituency leaders to get a report from committee members. Buran indicated that this would be very time consuming and Marie suggested that it would not be too difficult to reach out to sub committees etc. and ask if they had a report they wanted to provide. Again, discussion involved the theme of leading by example to solicit input and get feedback from committee members. Laura Murphy asked if we were talking of reports separate for recommendations that came out of committees. Answer, yes. Written minutes or a written report? No, some committees do not

require minutes but the idea is to record important occurrences in order to keep people informed along the way. Constituency leaders may choose different styles or methods of communicating information, so one can do what works best.

d. Timely finalization and distribution of committee membership lists

It was said that the finalized membership lists would be done by the end of Spring 2014 and still in week 6 of Fall 2014 these are not complete or submitted – It can be a difficult task due to changing schedules. The College president asked when the lists from all constituencies could be expected, and it was agreed that they could be sent in today (Sept 23rd 2014) and the list from classified by Oct 3rd.

e. Consideration of placing Strategic Goals category on the meeting Agenda.

Historically, the strategic goal that directly covered the issue of ‘college governance’ was removed from strategic Goals (since we do that no matter what), and since none of the other strategic goals match the governance issue, it was decided to use the CGC Goals on this committee meetings agenda. At this committee, the focus is on CGC Goals and as such these are the goals that should appear on the agenda. This is related to evidence

Recommendation: That all committees align their agendas with the college’s strategic goals; unless for specific reasons (such as the one just covered in this CGC meeting) there is a reason not to use this style of pro-forma for agenda items. This CGC recommendation will be forwarded to the constituency groups and then from these groups come back to the College Executive Committee (CEC)

2. Planning for 2014-15 College Governance Training Workshops

Discussed at CEC workshop for College Governance Trainings – to agree upon issues to be covered. (Handout provided by Buran). Clarification of Constituency groups (e.g. Some college refer to administrators as a Constituency group); Different Governance bodies that are decision making within the various senates – academic senate, curriculum, CEC - compared to an advisory recommendation committee. A glossary of terms (e.g. What is the difference between a task force, subcommittee, etc.). Review document and refer edits back to Buran. Planning, training and timing to be decided: It was suggested to run this during the flex day of the Friday before classes begin.

Laura Murphy suggested tying in training to also include using Taskstream for putting documents or information in the system making communication easier and things more centralized.

Recommendation: Set time and place for Workshops during the Spring 2015 Flex days.

Old Business:

1. Faculty hire committee (FHC) recommended update to committee procedures. Daphne got clarification from the FHC on the item of procedure 4b regarding the procedures for replacement of vacated positions. The FHC felt strongly that the statement should remain as it was.

From Faculty Hiring Agenda, May 15th, 2014

Replacement of Vacated Positions. What if a department loses a new hire (quits, terminated, etc.)? How is it handled? What is the process if it happens? Motion proposed: Faculty Hiring Committee (FHC) motion, April 17, 2014 (Mover – Daphne Figueroa; Seconder – Duane Short):

a. Pending SDCCD approval, the FHC recommends that the criteria for automatically filling a vacated faculty position be one of the following:

- i. a faculty member vacates a position for any reason prior to receiving tenure;

ii. a tenured faculty member vacates a position and that person was the only contract faculty member who taught courses in that particular subject area (e.g. SOCO, BIOL, BUSE, CBTE) in the past year, and at least 1.0 FTEF (per semester) in that subject area was offered over the past year. In addition, the School Dean and Department Chair, by consensus, may decide to “pass” on the option to automatically fill this position.

b. If a tenured faculty position is vacated for any reason other than that stated above, then the FHC recommends that the faculty position be held vacant until such time that the next prioritized hiring list is created.

Example given by Dr. Hsieh of a program atrophy (reduction in sections being offered due to lack of filling) and the necessity to retrain the faculty member so that they can maintain their full time contract teaching load. Can this approach be used to deactivate a program? If we all agree the program has issues. The issue is a much bigger issue than the hire committee. This recommendation now goes to Academic Senate.

2. CG Handbook Review (work groups) – Report: Joyce reported that Daphne sent out many changes and it is at the committee level now, recommendations will be taken under advisement and changes can be made to the handbook. Also working on the form for all chairs to see who is returning as acting chairs and who was on the committee and what if any, are the needs of that committee (in terms of training). Also putting dates and times of committee meetings, to make it easier for everyone to plan at the start of the semester. Also mentioned the need to cycle people from committees, including taking those off of a committee if they have not been showing up. Can we have a way of keeping track of that? Laura Murphy made the suggestion that Tskstream could be used as a place to house documents in readiness for the Spring 2015 semester and if we wanted to consider that it would be best to start planning for that prior to the Spring. As a courtesy, committee members should let their constituency leaders know if they will no longer be able to be an active or attending committee member. Implementation of whatever the ‘rules’ may be for any one committee should be a part of the process.

Recommendation: These documents were ready to move to constituency leaders.

3. Review of the College Governance Committee structure. Review the alignment with the new accreditation standards. To be brought again to future CGC meetings.

- a. Tasks
- b. Timeline

4. IPR/SLOAC recommended membership change (placeholder) (For October meeting)

We had reached the end time 3:45pm and the committee no longer had quorum so the meeting was adjourned at 3:45pm.