

Minutes
Miramar College Governance Committee

March 10, 2015

Room N-206

2:45-3:45 pm

Meeting Called to Order at 2:46pm

Members in attendance: Patricia Hsieh, Daphne Figueroa, Darrel Harrison, Marie McMahon, Isabella Feldman, Joyce Allen, Olivia Light. Buran Haidar Proxy for Wheeler North.

- A. Agenda approved. Minutes from Feb 10th 2015 meeting approved and revised minutes from Dec 9th, 2014 meeting approved with edits.

- B. Guests: D. Miramontez, K.Hill, D. Short, B. Smith.

C. **New Business:**

- 1. **Technology Committee Approved Website Subcommittee recommendation.** Recap of Request (Miramontez): The Website Subcommittee has 2 parent committees (Technology Committee and Marketing and Outreach Committee), in order to streamline the reporting process, want to have Website Subcommittee report directly to Technology Committee. Former process caused a lot of stagnation and confusion Re-examination of the goals Marketing and Technology Committees in alignment with the website committee – and that is to provide design and style that best meet the needs of the college and technology oversight such that these proposed changes cause no discrepancy in committee goals.

Question: How website subcommittee still get marketing input - The Public Information Officer (PIO) is chair of the Marketing and Outreach Committee and the PIO is a designated representative member of the Website Subcommittee. So there will be direct input via the PIO by their presence on the committee (to connect reporting of information between the Website Subcommittee and the Technology Committee). Allen mentioned her concern that the new PIO was still coming on board and the marketing committee may not have had a chance to meet yet to as was this status of a designated PIO place on the committee going to remain – and did the new PIO understand this arrangement. Miramontez confirmed meeting with Steve Quis (the new PIO) and explained the details and sent the request form to him and Steve responded back that everything looked fine and he had no concerns.

Harrison mentioned that the new PIO might need to some time to be familiar with the processes before getting the marketing meetings started. Hill said that the infrequency of meetings was apparent but there was no need as long as the PIO had relevant information and was part of the Website committee - the vacancy in the PIO position (with the former person being instrumental in doing many tasks) has left a gap and it will take a little while for the new person understand how things work –

Figueroa Formerly Tech Com did not want Website Com under it, so Website had 2 parent committees, but that changed and when Hill started he asked ‘why is it this way?’ Hsieh stated that now we have a full time webmaster there is a lot more activity that may be connected, to for example a request form the chancellor about class schedule, the information about institutional history is valuable to discuss, it is also good to be able to adjust and make changes to improve. McMahon: The question raised before was what other technologies will be utilized, other than website - apps, facebook? What are they? Hill: The big one is mobile apps or someone else’s website. The message to marketing is to focus on

various technologies, whatever they maybe, to get the message out, not fixating on the website only.

Committee recommends moving this request forward to the constituency groups.

2. College Governance Website (K. Hill and B. Smith)

Figueroa: See document. Val updated the lists of chairs and phone numbers etc to make sure it was accurate. For example, academic senate and classified senate were listed as committees and they are constituent groups. Would like to have it accurate and a different layout –

Suggestions that have been summarized in file (tab) presented): Website should show the College Governance Structure in tiers, with the four constituency groups (College President, AS, CS, A SC) first, then have a page (tab) for College Governance committees (with the listing of parent com and sub com tabbed under it). Plus other district/campus committee (not shared governance), in second or third tier. Hill confirmed the word ‘tier’ is not related to website as a whole, but the page arrangement.

Haidar noted other college websites have college governance is in the tabs near community – not under fac/staff. Smith questioned if college governance large enough to belong in the main root menu, though it is important, is it of sufficient interest to students and community? It was decided to take a look at what other college do. Harrison mentioned adding a description of what college governance is to be included, under “about the college” Hill added that people think differently add may not look there to find that info, could be in both places. Redundancy may be useful and keeping in mind how students may be looking at this website. Feldman: asked about the ‘most popular link’ being on that first page and Hill mentioned that we had that on the website but it is very hard to notice – it’s so small it does not stand out!!!) Bold it?

Committee recommends that Smith take on these suggestions and present at the next CGC meeting or before it goes live. Small group can help change the way the document looks, Group: Figueroa, Allen and Light (3 constituency groups) can meet with Bill to discuss the pages changes.

3. Changes for the Staff Development Committee (T. Hubbard)

Allen: Flex coordinator was taken off the Staff Development Committee about 1 and a half years ago, this reduced # of faculty, so wanted to reduce # across the board (classified), taking the numbers from 4 to 3, such that the committee would now be composed of: 1 administrator, 3 faculty and 3 classified staff. Also changed to one staff and one faculty co-chair. Currently there is no faculty co-chair, no faculty member met criteria of serving for at least 2 years to be eligible to serve as co-chair. Figueroa suggested to use that as a criteria as recommendation but to go forward fill that position. Allen stated that now they have full com membership they can elect a faculty co-chair at the next meeting (T. Hubbard is the staff co-chair). Hsieh: If the election is going to occur next week, how will we all know who that will be? It is in the minutes but we may not read them, so does the campus become informed as to who this is now? Is there an announcement? Make a list or updates and send out an email to the DL. Can people go to the website to get this info? Only if they know what they are looking for. Feldman: Can we send out one DL (email) once a term or year that has an update on every committee? This info should be on the website but we are not there yet. Hsieh indicated that we would not normally have to announce these again, but since in these situations of vacant positions becoming occupied right now, we need a way of sharing that

info with the college. Allen mentioned the past practice of the committee notifying the college of the election and the filling of the position would be followed.

Committee approved the recommended changes to the Staff Development Committee handbook page and to move this request forward to the constituency groups.

4. Change to Curriculum Committee Governance Doc page (D. Short)

Short mentioned some small changes in the wording of the document but also a big change – to recommend adding the Curriculum Chair as an additional member of the curriculum committee. Two reasons: 1) The chair has an important role in facilitating the curriculum approval process and is required to maintain impartiality in deliberations. The chair also serves an extensive type of administrative role liaising with many other groups, managing curriculum process at Miramar and within district; 2) When a chair is elected from the com membership, the com essentially loses the position that the chair came from. The composition of the committee is such that each of these positions is valuable and should not be lost by the person taking on the chair role (and becoming more neutral in discussions etc.). Therefore, when the com elects someone, they can ‘fill the gap’ from where that person came from.

Figuroa asked that since there is only one Articulation Office (AO) on a campus, would this preclude the AO from being the curriculum chair? We might have to find another non-classroom faculty to be on the com and to also be the rep and the vote at CIC. Figuroa stated that means that AO cannot be chair of this com. Harrison noted this would require another faculty member to make a commitment (6 years for curriculum!):

Alternate solution – one additional faculty member appointed by senate. It is not stated in this recommendation that AO should not be chair of this committee, Figuroa suggested eligibility should be stated “Faculty (except AO)”. Buran suggested that AO could be chair and their vote at CIC could be appointed to someone else. McMahon asked for Duane’s opinion on whether or not the qualifier was necessary (regarding AO not serving as Chair). Duane suggested that no additional wording was necessary to the current recommendation. Feldman asked if we needed to align with other sister colleges – the answer was No.

Committee approved the recommended changes to the Curriculum Committee Governance Doc page and to move this request forward to the constituency groups.

Meeting adjourned at 3:45pm