College Governance Committee Minutes
San Diego Miramar College
January 17 2017, Room N-206, 2:00-4:00pm

Members: Sara Agonafer, Joyce Allen (absent), Darrel Harrison, Patricia Hsieh, Mary Kjartanson (absent), Laura Murphy, Wheeler North, Ricardo Marin (absent)
Vacancies: 1 Faculty, 1 Classified, 1 Student
Guests: Jacqueline Honda, Jason Librande, Marie McMahon, Gerald Ramsey

A. **Call to Order**- 2:12 pm
   - Murphy to contact constituency leaders to fill CGC membership vacancies
B. **Approval of Agenda and Minutes**
   - Agenda approved; 12/13/16 Minutes approved with edits to reflect discussion on the dissolution of the Commencement Subcommittee
C. **Old Business:**

#	Item
1	**Spring Calendar** - Spring meetings: 1/17, 2/14, 2/28, 3/14, 4/11, 4/25, 5/9, 5/23 - Meetings will be held from 2:45- 3:45 pm in N-206
2	**College Professional Development proposal** - CGC will move item to CEC for constituency input on Taskforce formation; Taskforce will develop proposal
3	**Spring FLEX Workshop Training on Governance** - Committee discussed Workshop: target Committee Chairs; provide training on best practices for committee functions including agendas and minutes; provide additional training for Chairs to use the CG Evaluation Tool. - McMahon will develop outline for workshop to be held in the 2nd or 3rd week of the semester and will share outline and dates with the Committee. - McMahon to provide "CG Committee Master Calendar" for upload to the CGC website.
4	**Miramar College Governance Evaluation Processes and Timeline** • **Evaluation tool concerns** o Committee discussed concerns of faculty and staff that the CG Evaluation Tool is recording attendance at committee meetings and could be used punitively. o Committee concluded that the CG Evaluation Tool collects information that is already recorded in meeting minutes and as such is public information. In addition, the Tool was governance approved. o Committee will continue to monitor usage of the CG Evaluation Tool information to address any issues and will reassess concerns after the first cycle is completed. In addition, Committee will continue to investigate ways to improve communication between Committee Chairs and CGC/ constituency leaders regarding difficulties or issues with committee attendance and participation, with the goal of improving committee function and ability to meet quorum. • **Evaluation tool data compilation** o Committee discussed best methodology for compiling, evaluating, and using data from the first CG Evaluation cycle (2015-2016). Hsieh noted that because the 2015-2016 evaluation data collection was optional, committee reporting would likely be skewed toward committees that are up-to-date and consistently

		meeting quorum. The Committee decided to use the 2015-2016 CG Evaluation cycle to identify key data points for creation of a spreadsheet that would summarize committee functions and effectiveness. This could be used as the basis for an annual report on CG committee accomplishments and function.
		
		    o Murphy will create a draft spreadsheet, populated with 2015-2016 CG Evaluation data, to share with the Committee at the next meeting.
		
		    o Committee will continue to develop the spreadsheet and report during the spring semester for use in a Fall 2017 CG Committee Chair Training workshop (to be held during FLEX week).
		
		    o Committee will continue discussions on how to automate the population of this spreadsheet and report to minimize workload issues.
		
		• **Long-range comprehensive governance review**
		    o Committee discussed short-term needs regarding governance:
		        ▪ Need to create regular opportunity for CG committee chairs to provide input to CGC. Members suggested converting one or more CGC meetings per semester to include all CG committee chairs. Discussion to be continued.
		        ▪ Need to update all CG committee webpages with current agendas/ minutes and ensure consistency with the CG Handbook; Hsieh reported that the managers that sit as co-chairs on committees are addressing this item with their respective committees. Murphy will contact any additional committee chairs from list provided by Hsieh/ Warren to ensure that all CG committee webpages are up-to-date.
		    o Committee discussed long-term needs for comprehensive governance review:
		        ▪ Need to evaluate committee goals/procedures, overlap of goals/procedures, and mapping of goals/procedures to main college functions.
		        ▪ Need to include CG Chairs for input during this review process.
		        ▪ Need to develop a long-term solution for the timely posting of agendas and minutes to the CGC committee pages and for updating committee information.
		        ▪ Discussion to be continued.

5		**Proposed Changes to Student Services Committee** - Ramsey reported that the Student Services Committee made the recommended changes (from 12/13 CGC meeting) regarding the Committee Information and provided the revised document to the Committee. The preparation and delivery of commencement services is and has historically been assigned to the Dean of Student Affairs Office as one of its administrative functions. There has been no involvement by the Student Services Committee. This function continues to reside in and carried out by the Office of the Dean of Student Affairs. Therefore, the SSC's recommendation for modification to CGC includes the removal the Commencement Sub-committee from the Committee's CGC description. - Ramsey will complete the "Governance Committee Recommendations and Routing Form." - Murphy will forward the recommended Student Services Committee changes and Routing Form to the to the constituency groups for approval and to the CEC for tracking.

D. New Business:

#	Item
1	**Digital storage of College's governance data** - Item discussed during Old Business Item 4 - Discussion to be continued.

E. **Committee Reports/Other**- None
F. **Meeting Adjourned**- 3:57 pm

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* **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.