

College Governance Committee Minutes-

San Diego Miramar College

May 9, 2017 • Room N-206 • 2:45- 3:45 pm

Members present: Sara Agonafer (absent), Joyce Allen (absent), Darrel Harrison (*proxy Wheeler North*), Patricia Hsieh (*proxy Gerald Ramsey*), Mary Kjartanson (*proxy John Salinsky*), Ricardo Marin III (absent), Laura Murphy, Marie McMahon, Wheeler North

Vacancies: 1 Student, 1 Classified Staff

A. Call to Order

- Call to order at 2:47 pm

B. Adoption of Agenda

- Agenda adopted

C. Approval of Minutes

- Minutes from 4/25/17 approved.

D. Committee Reports

- None

E. Old Business:

#	Item
1	Update on College Governance Committee Evaluation Tool Murphy provided update that Evaluation Tools are due on May 16 th . Several committees asked for an extension to May 19 th to accommodate last committee meetings. Murphy to send out reminder. Committee discussed that it would like to have a summary of the assessment tool information for an initial review at the 5/23 meeting. This information would then be discussed at the first CGC meeting in fall 2017; if warranted, any modifications and/or edits to the Evaluation Tool would be done at that time and sent to committee chairs for use in the 2017-18 year.
2	CGC Edits to CG Handbook ACTION: The Committee reviewed the technical (non-substantive) edits to the CG Handbook, as well as the CEC approved changes to the Student Services Committee, and approved the changes. Murphy will upload the updated CG Handbook- May 2017 to the CGC Website.
3	Review of Taskstream for automated collection of CG Committee information- Demo The Committee reviewed the Demo workspace in Taskstream for the College Governance Committee, including mapping to Strategic Plan, ACCJC Accreditation Standards, and linked Actions with attached evidence. Committee decided to move forward with a transition plan to take place in the 2017-2018 academic year, such that committee work is housed in Taskstream by the end of spring 2018. Murphy will contact CEC to advise that CGC would like to initiate this transition plan. Committee also determined that this could be communicated to the college at a College Governance FLEX activity in fall 2017. Other topics for the FLEX activity would be Committee Chair refresh on duties and procedures, distribution of sample minutes and agendas, and a demo of using Taskstream for housing committee work and information.
4	CGC Change Proposals (Standing Item) ACTION: Professional Development Committee proposal. Ramsey shared concerns from the Diversity and International Education Committee (DIEC) that the proposal did not include input from the Staff Development Committee. The CGC members reminded all of the

	<p>timeline and steps involved in creating the Professional Development Taskforce, which created the proposal: the Staff Development Committee initiated the professional development discussions at CGC on 10/25/16; subsequent discussions at CGC led to a recommendation to form a taskforce by CEC; constituency leaders and the Staff Development Co-Chair were/are members of CEC and were copied on all correspondence and information emails moving forward; updates on the cross-constituency taskforce were given at CEC, CGC, and Academic Senate. Murphy agreed to prepare a timeline of events to share with any concerned individuals. Committee reviewed Professional Development recommendation and discussed edits: no tri-chair structure exists in the CG Handbook so changed to co-chairs; co-chairs should be an administrator and a non-administrative member (either faculty or staff, to address classified concerns); edit goals to add title 5 regulations and clean up language; removal of language that allows faculty to play “double-duty” in their roles; removal of the academic senate professional development faculty member (does not currently exist). Committee emphasized that the development of the professional development plan and application for funding would involve the BRDS leaders and the professional development outline shared by B. Bell at the 4/25 CGC meeting. Committee also noted that there is concern regarding compliance with Title 5, Section 55730 regulations, pointing to a need for urgency to have proposal approved. <i>Final version was presented and approved unanimously. Murphy to move proposal forward to constituency leaders with the strong request for immediate consideration and movement to CEC.</i></p> <p>Student Services Program Review/ SLOAC Subcommittee (<i>postponed until 5/23 per Ramsey’s request</i>).</p>
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F. New Business:

#	Item
1	Proxy issues- language, guidelines, and forms (<i>postponed until 5/23 due to lack of time</i>)
2	Creation of CGC Calendar (<i>postponed until 5/23 due to lack of time</i>)

G. Announcements

- None

H. Adjournment

- Adjourned at 4:11 pm

I. Next Scheduled Meeting: 05/23/17

*** 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.