

LOS MEDANOS  
COLLEGE

**Shared Governance Council**

**MINUTES**

November 10, 2021

2:00 - 4:00 p.m., via Zoom

MEMBERS PRESENT: R. Anicetti, B. Kratochvil, M. Lewis, M. Lynn, C. Montoya, B. Stone, I. Sukhu.

OTHER ATTENDEES: LD Green, P. Gunder, C. Hsieh, S. Montemayor Lenz (presenters); L. Cano, M. Clarke; J. Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
1.	<b>Welcome</b> – President Kratochvil welcomed everyone to the meeting.		
2.	<b>Public Comment:</b> N/A.		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda: President Kratochvil reviewed the agenda, and asked that item # 8 be moved up to accommodate the presenters. SGC approved the agenda as amended. <i>MSC: I. Sukhu/R. Anicetti. Yeas – Anicetti, Lewis, Montoya, Stone, Sukhu; Nays – N/A; Abstentions – N/A.</i></li> <li>• Minutes (draft) from October 27, 2021: SGC approved the 10/27 meeting minutes. <i>MSC: B. Stone/I. Sukhu. Yeas – Anicetti, Lewis, Montoya, Stone, Sukhu; Nays – N/A; Abstentions – N/A.</i></li> </ul>		Agenda approved  10/27/21 Minutes approved
4.	<b>Old Business</b>		
4a.	<b>Guided Pathways Update</b> <ul style="list-style-type: none"> <li>• <b>Draft LMC Pathways Chart</b> Dr. Sally Montemayor Lenz displayed and reviewed the latest version of the LMC Pathways Chart, which has been presented to all of the Senates. She noted the most recent updates to the chart, including an additional change from the Academic Senate this past Monday. There are now five Learning, Major &amp; Career Pathways for LMC: Health &amp; Public Service; Behavioral Science &amp; Social Science; Science, Technology, Engineering &amp; Math; Business, Manufacturing &amp; Transportation; and Arts, Humanities &amp; Communication. The draft Pathways Chart will be back on SGC’s December 8<sup>th</sup> agenda as an action item.</li> <li>• <b>LMC Scale of Adoption Assessment (SOAA)</b> Dr. Montemayor Lenz displayed and provided an update on LMC’s SOAA, which is due to the State Chancellor’s Office each year in March. The document is being vetted through the Senates and relevant committees, and any feedback from those groups is to be submitted by November 22. The SOAA will be back on SGC’s December 8<sup>th</sup> agenda as an action item.</li> </ul>	<a href="#">LMC Pathways Chart (draft)</a>  <a href="#">LMC Scale of Adoption Assessment (SOAA)</a>	
4b.	<b>ISLO Core Group Update – Draft Institutional Student Learning Outcomes</b> Dr. Chialin Hsieh displayed and reviewed the draft Institutional Student Learning Outcomes being put forward by the ISLO Core Group. The presentation included: context and history/background (e.g. charge from SGC, meetings held, etc...); charge and role of the ISLO Core Group; ISLO definition; and the six draft ISLO categories – Communication Competency, Critical Thinking and Information Competency, Digital Fluency, Scientific Inquiry and Quantitative Reasoning, Ethical Insight and Diverse Perspective, and Personal, Academic, and Career Development. At the College Assembly this coming Monday, the draft ISLOs and development process will be shared with the campus community. SGC had a lengthy discussion of the draft ISLOs, the process by which they were developed, and questions regarding the process by which ISLOs will be assessed. It was agreed that many of the answers to those questions are still “TBD,” as the Core Group was only tasked with developing the draft ISLOs (not determining how/by whom they will be assessed). SGC was also reminded that this issue was brought forward by TLC, which felt their role is to assess SLOs (but not to have responsibility for developing them) and that much input had already been provided by the Core Group members (including reps from the Senates, TLC, Curriculum Committee, Planning Committee, IDEA, etc.). The next step would be for the draft ISLOs to be an action item on SGC’s December 8 <sup>th</sup> agenda, but Mark Lewis indicated that additional time may be needed for Academic Senate review/discussion.	<a href="#">Draft ISLOs</a>	
4c.	<b>Employee Engagement Survey – Review of 2021 Results</b> (In the interest of time, this item was deferred to the next SGC meeting.)		Deferred
5.	<b>New Business</b>		
5a.	<b>Draft Monday Meeting Calendar – Spring 2022</b> President Kratochvil displayed/reviewed the draft Spring 2022 Monday Meeting Calendar. It will be an action item on SGC’s next agenda.	<a href="#">Spring 2022 Monday Meeting Calendar (draft)</a>	

6.	<p><b>Budget Update – Resource Allocation Process (RAP)</b>  Vice President Montoya displayed the RAP summary document and thanked the sub-committee (Anicetti, Nogarr, Sukhu, and Stone) for their collaboration on preliminary review of the proposals. He outlined the Budget Request Database (BRD) proposals being recommended, as well as the total amounts by funding source (Instructional Support, HEERF, and Brentwood Center) and by RAP priority category (Health &amp; Safety, Transition to Remote Instruction/Support Services, Return-to-Worksite Provisions, Opening of/Establishing Operations at the New Brentwood Center, and EMP Goal #1 [DEI &amp; Racial Justice]). VP Montoya explained that there is a special request to expedite BRD item #235 (Physical Sciences, \$5,454.08). It was originally submitted as a proposal to upgrade the operating computer for the spectrometer, and recommended to be funded by HEERF, but the equipment broke within the last week and now needs to be replaced. Dr. Montoya noted that it could possibly be covered by VP discretionary funds. Since RAP isn't an action item on today's agenda, President Kratochvil suggested initially covering #235 with the VP funds, and then adjust/transfer the funding source as needed later. VP Montoya also highlighted several proposals that didn't quite meet the criteria threshold for the identified RAP priority categories, but he hopes that they can be funded through other sources to meet the institutional/programmatic need: BRD #183 – PTEC equipment, \$20K (Perkins); BRD #201 – MESA Program permanent part-time Administrative Assistant, \$45,456 (State MESA Grant); and BRD #232 – Computer Science IT software, \$2,500 (Perkins). He would like the SGC members to further review the entire summary list on their own, as needed, so that the group can take action at its 12/8 meeting. It was noted that, as part of SGC's process for RAP, the proposals haven't typically gone before the full Senates for review/input. SGC members may have shared the RAP proposal list with their respective constituency groups as informational items, but the individual reps have reviewed/rated the proposals on their own (with all of the SGC members' ratings then compiled to determine the overall funding recommendations). BethAnn Stone asked VP Montoya if he would be available to provide a budget update at the 11/22 Classified Senate meeting.</p>	<a href="#">RAP Review Summary</a>	
7.	<p><b>Accreditation</b> (<i>standing item</i>)  President Kratochvil reported that the virtual Follow-Up Visit was conducted on 11/2 &amp; 11/3, and he already received the draft Team Report to review for errors of fact. ACCJC will take action regarding LMC's Follow-Up Report, Visit, and Team Report at its January 2022 meeting.</p>	<a href="#">Accreditation 2020</a>	
8.	<p><b>Curriculum – New Certificates, Degrees &amp; Programs</b></p> <ul style="list-style-type: none"> <li>• <b>New Instructional Program Proposal (Phase 1): Creative Writing Certificate</b>  LD Green provided a recap of the Creative Writing Certificate proposal (Phase 1), which was originally presented at the last SGC meeting. They presented a PPT that included: background info on development of the certificate; no FTEF needed for the courses already offered, transfer schools with a Creative Writing major, # of English majors at LMC (192), # of LMC students in the Arts, Humanities &amp; Communications meta-major (950); and recent fill rates for English 111 (99%) and English 114 (97%). SGC approved the Creative Writing Certificate program proposal. <i>MSC: M. Lewis/C. Montoya. Yeas – Anicetti, Lewis, Montoya, Stone, Sukhu; Nays – N/A; Abstentions – N/A.</i></li> <li>• <b>New Instructional Program Proposal (Phase 1): College ESL Student Success Certificate</b>  Dr. Paula Gunder presented a video that provided an overview of the College ESL Student Success Certificate “phase 1” proposal, which has already been approved by the Academic Senate and had the relevant COORs already go through the Curriculum Committee. This new program proposal will return as an action item on SGC's December 8<sup>th</sup> meeting agenda.</li> </ul>	<a href="#">Creative Writing Certificate proposal</a>  <a href="#">College ESL Student Success Certificate proposal</a>	Creative Writing certificate approved
9.	<p><b>COVID-19 Public Health Emergency – N/A</b></p>	<a href="#">4CD COVID-19 Info LMC COVID Updates</a>	
10.	<p><b>Updates &amp; Announcements/Constituency Reports</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil closed the meeting in honor of Richard Livingston, who passed away earlier this week. Richard was a founding faculty member at LMC, was integral to the foundation and culture of the institution, and retired in 2013 after 39 years of service.</li> <li>• Academic Senate – Mark Lewis reported that the Academic Senate voted to establish an award in Richard's honor, and began discussions on what the future of instruction (e.g. remote delivery) will look like at LMC.</li> <li>• Classified Senate – BethAnn Stone shared that, at its last meeting, the Classified Senate: received an update on Guided Pathways; reviewed its bylaws; announced its VP election; approved a new Senate mission statement; and discussed plans for its “Fun Run” fundraiser.</li> <li>• LMCAS – no rep present.</li> <li>• Management Team – no report.</li> <li>• Curriculum – Morgan Lynn shared that the Committee: approved the Ethnic Studies courses related to the new degree and connected to Area F; approved the ESL courses related to the non-credit certificate proposal presented to SGC today; and, on behalf of the Academic Senate, looked at the course cross-listing policy. Dr. Lynn also suggested that the College needs to revisit the program approval process (e.g. the document/form, lack of clarity and dated-ness of the process, etc.).</li> </ul>		

11.	<b>Community College Items of Interest: Legislation, Research &amp; Best Practices – N/A</b>		
12.	<b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b> President Kratochvil noted that there were several items for SGC members to share with their respective constituency groups, including: approval of the Creative Writing Certificate; a first-read of the ESL certificate, which will be an action item at the next meeting; a first-read of the draft ISLOs, Guided Pathways chart and SOAA, and the draft Spring 2022 Monday Meeting Calendar, all of which will be action items on the upcoming SGC agenda; and continuing review of the Budget Request Database and RAP proposals/priorities.		
13.	<b>Adjournment</b> – SGC agreed, by consensus, to adjourn the meeting at 4:05 p.m. <i>MSC: Sukhu/Anicetti.</i>		Meeting adjourned