

LOS MEDANOS COLLEGE

Shared Governance Council

MINUTES

October 11, 2017

2:00 - 4:00 p.m., Room CO-420

MEMBERS PRESENT: Nicole Almassey, Kasey Gardner, Natalie Hannum, Susie Hansen, Bob Kratochvil, Alex Porter, Carla Rosas.
OTHER ATTENDEES: Dave Belman, JoAnn Hobbs, Eric Sanchez, Nancy Ybarra (presenters); Tabitha Romero (guest); Jennifer Adams (committee support).

Item #	Topic/Activity	Action(s)																					
STANDING ITEMS:																							
	Public Comment																						
1.	Tabitha Romero, former LMCAS Senator and SGC student representative, attended the meeting today to share that she is now a rep on the Student Senate for California Community Colleges (SSCCC). She expressed appreciation to LMC and her SGC experience for helping to prepare her for this statewide role.																						
2.	Welcome & Introductions – President Kratochvil welcomed the attendees to the meeting.																						
	Review																						
3.	<ul style="list-style-type: none"> ○ Agenda President Kratochvil provided an overview of the agenda, which was approved by SGC. <i>MSC: Hannum/Gardner.</i> ○ Yeas – <i>Almassey, Gardner, Hannum, Hansen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i> ○ Minutes (amended) from August 23 The Council members approved an amended version of the August 23rd minutes originally approved at the September 13th meeting. <i>MSC: Hannum/Rosas.</i> ○ Yeas – <i>Almassey, Gardner, Hannum, Hansen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i> 	<p style="text-align: center;">Agenda approved</p> <p style="text-align: center;">8/23 minutes approved</p>																					
4.	Old Business																						
4a.	<p>Shared Governance</p> <ul style="list-style-type: none"> ○ Planning Committee – Revised Charges On behalf of Dr. Hsieh and the Planning Committee, President Kratochvil presented revised charges for 2017-18. To recap and compare, the revised 2017-18 charges, original 2017-18 Charges, and 2016-17 Charges were displayed. The revised charges will be an action item on the next SGC agenda. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: center;">Revised 2017-18 Charges</th> <th style="width: 33%; text-align: center;">Original 2017-18 Charges</th> <th style="width: 33%; text-align: center;">2016-17 Charges</th> </tr> </thead> <tbody> <tr> <td>1. Review the existing planning processes and make adjustments to ensure that LMC pursues an “integrated” planning strategy to integrate all college planning. <i>(Same #1)</i></td> <td>1. 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	<ul style="list-style-type: none"> ○ Proposed Committee Guidelines President Kratochvil displayed the proposed guidelines that were discussed at the last two meetings. The group suggested: adding a reference to a committee “orientation” (conducted by each Chair) for new members; and having “talking points” (e.g. action items, facts, concrete steps [not interpretations]) sent to members after each meeting for report-outs. Further feedback will be welcomed at the next meeting. 	
5. New Business		
5a. Planning & Institutional Effectiveness	<ul style="list-style-type: none"> ○ 2017-19 Integrated Plan (3SP, BSI & SEP) Nancy Ybarra, Dave Belman, Carla Rosas, Eric Sanchez, and JoAnn Hobbs provided an overview of the 2017-19 Integrated Plan (Basic Skills, Student Equity, and Student Success & Support Program). They presented the six integrated goals: 1) Access – increase access through enrollment of students currently underserved in our community; 2) Identifying Pathways – increase the number of students that define a goal and pathway by the end of their first year; 3) College-Level Transition – increase the number of students successfully transitioning into college-level math and English courses; 4) Persistence & Completion – increase successful course completion and term-to-term persistence; 5) Equitable Success – improve the number of LMC student who earn associates degrees, certificates of achievement, transfer, or obtain career employment; and 6) Learning Culture – enhance staff, faculty, and administration’s understanding and use of culturally-inclusive practices and pedagogy, demonstrating empathy and compassion when working with students. The team reviewed the required elements of the plan and the “timeline for success,” culminating in Governing Board action on November 8 and a December 15th due date to the State Chancellor’s Office. It was noted that the Plan is actually more intersectional than integrated, since it utilizes more of a “patchwork” approach to align/overlap the three plans (rather than integrating it from the beginning and from the ground up). Measurability is one feedback point that has emerged from the multiple presentations to constituency groups and committees; the Plan metrics aren’t specifically tied to each of the six integrated goals, but they are linked to the BSI/SEP/SSSP objectives that feed into each of them. Following approval of the Plan, things to explore going forward include: whether to continue with three distinct committees or reconfigure them into a single entity; and how to incorporate Strong Workforce, Adult Ed efforts, etc... The SGC members expressed kudos to the Integrated Plan team for their work putting it together, and for welcoming and incorporating feedback from the campus community. ○ Update on Institutional Planning Since the Focused Flex workshop, the Planning Committee has been discussing and exploring options related to institutional planning – specifically, whether to combine the Strategic Plan and Educational Master Plan or have them remain separate. Based on that extensive dialogue, the Planning Committee’s recommendation was to blend them into a single document – Strategic Plan 2014-2019: An Educational Master Plan for LMC. The Committee then sought feedback from the Classified and Academic Senates; the Academic Senate voted to move forward with consolidation into a single plan, with the Senate’s voice/feedback being heard and incorporated. ○ Program Review – Enterprise Technology Tool Due to issues discovered with the Program Review Submission Tool (PRST), the Planning Committee has discussed identifying a new enterprise tool that can capture: program review; assessment (SLOs); program review resource requests; curriculum; planning; and accreditation. A work group/task force is being formed, with potential members representing various “user groups”: Nancy Ybarra (program review, Department Chairs & Deans); Scott Hubbard (assessment [SLOs], TLC); Alex Porter (resource allocation, SGC); Louie Giambattista (curriculum/planning, Curriculum Committee); Laurie Huffman (planning, Planning Committee); Chialin Hsieh (accreditation, Accreditation Steering Committee); Kevin Horan, Eileen Valenzuela, and Shondra West (Curriculum Committee); Gail Newman (Student Services); BethAnn Robertson (logistics/support, Office of Planning & Institutional Effectiveness). The advisory group’s evaluation of prospective tools will include meetings with vendors and “field trips” to other institutions using different products. 	
5b. Budget & Resource Allocation [no items]		
5c. New Instructional Program Proposal	<ul style="list-style-type: none"> ○ ETEC Certificate of Achievement: Transit Electrical Technology Cecil Nasworthy and David Wahl presented the “Phase 1” program proposal for a new ETEC Certificate of Achievement in Transit Electrical Technology. They outlined program elements, including: 1) focus on the technical trades of Electrical and Electronic specialization for entry level maintenance work classifications, with an annual starting pay of \$59,475-\$77,745; 2) meeting the needs/addressing workforce recruitment issues of the Bay Area transit industry; 3) no need for new courses to be created for this program; and 3) no anticipated need for additional staffing or funds. <ul style="list-style-type: none"> ○ SGC approved the “Phase 1” proposal for the ETEC Certificate of Achievement: Transit Electrical Technology. <i>MSC: Hannum/Almassey.</i> <ul style="list-style-type: none"> ▪ <i>Yeas – Almassey, Gardner, Hannum, Hansen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i> 	“Phase 1” ETEC Certificate approved

6.	Curriculum [no items]	
7.	Updates & Announcements/Constituency Reports <ul style="list-style-type: none"> • President Kratochvil shared information about the “Respect” banners and campaign, and reminded the group about the upcoming groundbreaking ceremony for the Student Union and P.E. Complex. Vice President Porter provided a brief update on the project’s progress. • Academic Senate: Kasey Gardner stated that the Academic Senate’s last meeting included a presentation on ETEC degrees, approval of a caucus/working group on LGBTQ awareness and issues, and a discussion (brought forward by Nicole Trager) on whether to provide students with exceptions for religious observances. The Senate is still interested in getting budget info from Vice President Porter, who agreed to provide a presentation before the semester ends. • Associated Students: no representative present. • Classified Senate: Nicole Almassey reported that the Senate’s last meeting included a presentation on the 2017-19 Integrated Plan, endorsement/signing of the Plan, and website updates. • Curriculum Committee: no representative present. • Management Team: no report. • Other: Vice President Porter provided updates on the Equal Employment Opportunity (EEO) and Safety Committees. The EEO Committee is looking at “climate issues” around constituency groups, and is also resuming efforts to look at recruitment practices (beginning with management positions). The upcoming Safety Committee meeting will include discussions on security (LMC Lake, Athletics) and air quality. 	
8.	Community College Items of Interest: Legislation, Research & Best Practices Tabitha Romero shared that SSCCC is supporting AB17 (free/reduced transit passes) and AB 1018 (adding homeless and LGBTQ students as underserved/ target groups in the Student Equity Plan. The SSCCC is also looking at AB 1468 and providing recommendations to the proposed Governor’s Budget.	
9.	Campus Communication: Actions & Notable Items to Report from SGC The SGC members will share with their constituency groups information about: the Planning Committee’s revised charges; getting feedback on the proposed committee guidelines; the Integrated Plan presentation; the discussion/decision on combining the Strategic Plan and EMP; exploration of an enterprise tool (to replace the PRST); and approval on Phase 1 of the ETEC certificate proposal.	
10	Adjournment – The SGC meeting adjourned at 3:37 p.m.	