

LOS MEDANOS
COLLEGE

Shared Governance Council

DRAFT MINUTES

December 11, 2013

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

ATTENDEES: Kratochvil, Perfumo, Kamath, Huffman, Villegas, Kohler, Richards, Hernandez, Olatunji; presenters – Pedersen, Jones, Wethington, Ybarra; support – Adams.

Item #	Topic/Activity	Handouts/References
STANDING ITEMS:		
1.	<p>Public Comment</p> <ul style="list-style-type: none"> Kiran Kamath shared that, since the last SGC meeting, she has attended three LMCAS meetings to present/discuss Accreditation information to students. The most recent meeting included participation from the Standard IIC Co-Chairs, and the students really appreciated the opportunity to take part in the process. The Council members talked about the success of the District's 65th Anniversary celebration, held on December 7; President Kratochvil identified and commended the LMC representatives who had served as members of the core event planning group. 	
2.	<p>Approve: Agenda for December 11, 2013 President Kratochvil reviewed the agenda, which was accepted by the Council members. <i>MSC: Perfumo/Richards.</i></p> <p>Review: Minutes from November 13, 2013 The Council reviewed and unanimously approved the minutes from the meeting on November 13. <i>MSC: Perfumo/Hernandez.</i></p>	
3.	Old Business	
3a.	<p>SGC Priorities for 2013-14</p> <ul style="list-style-type: none"> Review of Position Paper <ul style="list-style-type: none"> In the interest of time, this item was held over until the next meeting. Committee Charges & Membership (IDEA) <ul style="list-style-type: none"> Ryan Pedersen and Erlinda Jones presented an update on the IDEA Committee's progress on its previous charges (2011-12), as well as the proposed charges for 2013-14. The discussion of the 2011-12 charges addressed: IDEA stressing the importance of a research component for their work (e.g. examining data related to equity efforts); finding a mechanism/venue (such as College Assembly) for sharing Equity Scorecard data with the broader campus community; looking at other institutions engaged in the same type of research (e.g. Los Rios or Peralta); and the need to move forward with both the EEO Plan, at both the College and District level. Following dialogue on proposed 2013-14 charge #2, the IDEA representatives agreed to revise the language related to Program Review and the Strategic Plan. SGC appreciated and supported the intent behind the charge, but expressed some concern about creating another subgroup within the process(es). There was consensus that the focus was on achieving the identified outcome (i.e. incorporating an equity lens into Program Review), rather than outlining the steps of the process. The revised charge will come back to SGC for review/approval at its meeting in January. 	<p style="text-align: center;">SGC Position Paper</p> <p style="text-align: center;">Proposed 2013-14 Charge for IDEA Committee</p>
3b.	<p>Resource Allocation Process (RAP) – Reflection & Evaluation</p> <ul style="list-style-type: none"> Ronke Olatunji presented the RAP schedule for Spring 2014, and President Kratochvil noted the tight timeline. The group reviewed the key dates for the process and discussed the effectiveness of the request forms and rating criteria. Per SGC's dialogue, Ms. Olatunji will assemble a small task force to revise the rating sheet(s). The new document(s) will be shared with the Council members prior to being sent campus-wide. 	<p>Program Improv. & Develop.:</p> <ul style="list-style-type: none"> Request Form Rating Criteria Rating Form <p>Classified Staffing Proposal:</p> <ul style="list-style-type: none"> Request Form Rating Criteria

	3c.	Accreditation – Standard IV <ul style="list-style-type: none"> As discussed during the last College Assembly update on Accreditation, SGC members will be asked to review and provide feedback on the draft response to Standard IV. 	
4. New Business			
	4a.	Associate in Arts Degree for Transfer in English <ul style="list-style-type: none"> Katalina Wethington and Nancy Ybarra provided an overview of the proposed English degree, which had been sent to the SGC members in advance. They noted that suggestions made by the Academic Senate had already been incorporated into the documents. In response to SGC’s questions about the new degree, Ms. Wethington and Ms. Ybarra stated that the English Department would want the ability to add World Literature without reducing their other offerings. The degree wouldn’t require any College commitment of resources, other than offering more course sections. SGC approved the Associate in Arts Degree for Transfer in English. <i>MSC: Richards/Villegas.</i> 	English ADT: cover sheet English ADT: template English ADT: narrative English ADT: CSUEB Articulation Agreement English ADT: CSUEB Baccalaureate course list
	4b.	Monday Meetings Calendar – Spring 2014 <ul style="list-style-type: none"> The Council reviewed the draft calendar, which had been distributed via email at the end of November. For Spring 2014, the calendar identifies 8 dates for the Academic Senate, as well as placeholders for meetings related to Accreditation and the Strategic Plan. SGC discussed the inclusion of time on the calendar for institutional dialogue on assessment and/or professional development. The Council members also suggest building in a passing period between meetings, for College Assembly and committees (e.g. meetings adjourn at 2:50 p.m., so that participants have transit time to get to a 3:00 p.m. session). SGC approved the Monday Meetings Calendar for Spring 2014. <i>MSC: Kohler/Villegas.</i> 	Monday Meetings Calendar: Spring 2014 (draft)
	4c.	2014 Employee Satisfaction Survey <ul style="list-style-type: none"> Kiran Kamath distributed pages 1-3 from the final draft of the 2013-14 Employee Satisfaction Survey, and provided some background. The last two surveys were conducted in 2007 and 2010; the most recent (2010) consisted of 49 questions, and the 2014 final draft currently contains 65 questions. The SGC members reviewed the proposed questions and made several suggestions, which were documented by Ms. Kamath for incorporation into the survey. It was noted that, to a certain degree, this survey addresses the assessment component within the SGC position paper (i.e. evaluating its own work and that of its sub-committees). 	2013-14 Employee Satisfaction Survey (draft, pgs. 1-3)
5. Updates & Announcements/Constituency Reports:			
		<ul style="list-style-type: none"> President Kratochvil – no report Classified Senate – Linda Kohler reported that the Senate had a very successful holiday lunch. Last Friday was their final Fall 2013 meeting, during which they discussed section III of the SGC Position Paper and conducted their annual cookie exchange. Due to the timing/short turnaround of Winter Recess, the Senate will not hold its annual pizza lunch on Opening Day. Academic Senate – Ginny Richards stated that the last Senate meeting included: reviews of the English transfer degree and SGC position paper; discussion of the EEO Plan; and a welcome to Silvester Henderson, incoming Academic Senate President. Associated Students – no representatives present Curriculum Committee – no report 	
6. Campus Communication: Actions & Notable Items to Report from SGC (no items)			