

# LOS MEDANOS COLLEGE

## Shared Governance Council

### MINUTES

October 23, 2013

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

ATTENDEES: Kratochvil, Kamath, Rosas, Perfumo, Kohler, Villegas, Schmidt, Olatunji, Richards, Robinson, Hernandez, Goodin (presenter), Adams (support), B. Robertson (support)

| Item                   | Topic/Activity  | Handouts/References   |
|------------------------|---|---|
| <b>STANDING ITEMS:</b> |   |   |
| 1.                     | <b>Public Comment</b><br>Five students sat in on SGC as part of a class assignment. <i>(Ambuehl, Cellini, San Miguel, Silvia, Ledesma)</i>  |   |
| 2.                     | <b>Approve:</b> Agenda for October 23, 2013<br>The Council members approved the agenda<br><br><b>Review:</b> Minutes (draft) from October 9, 2013<br>The Council reviewed and unanimously approved the October 9, 2013 minutes.   |   |
| 3.                     | <b>Old Business</b>   |   |
|                        | 3a. <b>SGC Priorities for 2013-14</b><br><b>Review of SGC Position Paper</b> <ul style="list-style-type: none"> <li>○ Review sections I and II for any revisions and bring feedback to next SGC meeting.</li> <li>○ Review section III for any revisions and bring feedback to following SGC meeting (2<sup>nd</sup> meeting from today).</li> <li>○ Review sections IV, V and VI for any revisions and bring feedback to 3<sup>rd</sup> SGC meeting from today.</li> <li>○ Then forward to Academic Senate, Classified Senate and Student Senate for feedback.</li> </ul> <b>Committee Charges &amp; Membership</b> <ul style="list-style-type: none"> <li>○ The Safety Committee, Planning Committee and Teaching &amp; Learning Committee charges and membership have been approved by SGC.</li> <li>○ The Sustainability Committee receives approval of charges and membership.</li> </ul> <i>MSC: Kohler/Hernandez</i> | <a href="#">SGC Position Paper</a>  |
|                        | 3b. <b>Resources Allocation Process (RAP) – Reflection &amp; Evaluation</b> <ul style="list-style-type: none"> <li>● Pam Perfumo read some comments/suggestions on behalf of L. Huffman.               <ul style="list-style-type: none"> <li>○ Ask proposer to connect their RAP request to assessment results.</li> <li>○ If a RAP is requesting new equipment the curriculum should be in place or a plan developed for the curriculum to be implemented simultaneously with the equipment.</li> <li>○ Assessment results can lead to a problem/issue that requires funding through RAP. In addition, after receiving funding through RAP an assessment of how the funding solved or improved the issue should be completed. A suggestion is made to apply assessment to the RAP scoring rubric.</li> </ul> </li> </ul>  | <a href="#">Program Improvement &amp; Development: Request Form</a><br><br><a href="#">Program Improvement &amp; Development: Rating Criteria</a><br><br><a href="#">Program Improvement &amp; Development: Rating Form</a> |

|           |   |   |  |
|-----------|---|---|--|
|           |   | <p><b>Resources Allocation Process (RAP) – Reflection &amp; Evaluation (cont’d)</b></p> <ul style="list-style-type: none"> <li>○ To alleviate unfair biases in the RAP process faculty and staff should be able to present their own proposal in lieu of the manager/dean presenting. It is commented that Classified staff may always have a dean/manager present the proposals as the dean/manager is responsible for the hiring. In addition, hold an open forum (i.e. in L109) for all faculty and staff to listen to the proposals.</li> <li>○ Need to include in RAP instructions what the process is for proposals submitted requesting restoring furloughs.</li> <li>○ It is not a good idea to divorce Perkins from RAP. The timeline of the funding/budget should be published. Clear communication on the “pools of funding” (i.e. first pool of funding in May, along with Perkins, and the second pool of funding in October.</li> </ul>   | <p><a href="#">Classified Staffing Proposal: Request Form</a></p> <p><a href="#">Classified Staffing Proposal: Rating Criteria</a></p> |
| 3c.       |   | <p><b>Accreditation</b></p> <ul style="list-style-type: none"> <li>● Ruth Goodin gave a PowerPoint presentation on Standard IV possible improvement plans. It is noted that some of the improvement plans have been completed or are in progress. Some questions and comments arose from discussion: <ul style="list-style-type: none"> <li>○ What is the best way for the representative for Liberal Arts &amp; Sciences to communicate Shared Governance to its constituents, in order to receive adequate feedback and voting? A suggestion is to disseminate Shared Governance information through the Department Chairs who will then communicate it to their faculty and staff. Department Chairs will return any feedback or voting to the SGC Liberal Arts &amp; Sciences representative.</li> <li>○ Review position paper and membership for any “crisscrossing” representation that may occur now due to changes in organizational chart (i.e. addition of three (3) new deans).</li> <li>○ To increase participation of students on shared governance committees we can re-institute “College Hour” and/or speak with Political Science instructor(s) to give assignment for students to join committees.</li> <li>○ Professional Development activities will include how to participate in shared governance and how to run a shared governance committee meeting.</li> <li>○ Shared Governance committee self-evaluations will be included in the Employee Climate Survey.</li> </ul> </li> <li>● The next Standard IV committee meeting is October 30, 2013. The next draft will be sent out following that meeting.</li> </ul> | <p><a href="#">Improvement Plans for Standard IV</a></p>   |
| <b>4.</b> | <b>New Business</b> (no items)                          |   |  |
| <b>5.</b> | <b>Updates &amp; Announcements/Constituency Reports</b> |   |  |
|           | Academic Senate   | <ul style="list-style-type: none"> <li>● No meeting to attend to report on.</li> </ul>  |  |
|           | Classified Senate                                       | <ul style="list-style-type: none"> <li>● Mid-Term Meltdown is on Thursday October 24<sup>th</sup> for all Classified staff to join in the pot luck and Carnival themed games.</li> <li>● Classified Senate Annual Soup Cook-Off is on November 12, 2013.</li> </ul>   |  |
|           | Associated Students                                     | <ul style="list-style-type: none"> <li>● October is Breast Cancer Awareness Month and come join the “Catch Pink Spirit Event” this Saturday in Parking Lot B from 11:30 a.m. – 1:00 p.m. Come tailgate before the football game and enjoy food, games and drawings for a Gregor Blanco SF Giants Jersey and 2012 49ers NFC Championship football. Also meet former NFL player, Anthony Trucks. 100% of proceeds from drawings will go to the LMCAS Breast Cancer Scholarship.</li> </ul>  |  |
|           | Announcement  | <ul style="list-style-type: none"> <li>● SGC will not have a retreat this semester.</li> </ul>  |  |
| <b>6.</b> | <b>Campus Communication</b>                             |   |  |
|           |   | <ul style="list-style-type: none"> <li>● SGC is reviewing sections I and II of its Position Paper.</li> </ul>   |  |