

LOS MEDANOS COLLEGE

Shared Governance Council

DRAFT MINUTES

November 13, 2013

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

ATTENDEES: Kratochvil, Kamath, Hernandez, Perfumo, Rosas, Huffman, Olatunji, Richards, Washington, Patterson, Villegas, Kohler, Schmidt, McGrath (presenter), Alexander (presenter), Sanchez (presenter), Adams (support).

| Item # | Topic/Activity | Handouts/References |
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| STANDING ITEMS: | | |
| 1. | Public Comment <ul style="list-style-type: none"> • Laurie Huffman shared that she had just attended a great session in L109 on Deferred Action. • The LMCAS reps provided details about a College Life workshop that Student Life facilitated for foster youth on November 6. | |
| 2. | <p>President Kratochvil welcomed all of the SGC members, along with students observing as part of a class assignment. He also explained that, at 3:00 p.m., he and Carol Hernandez would be leaving for the Governing Board Study Session at the District Office.</p> <p>Approve: Agenda for November 13, 2013 President Kratochvil reviewed the agenda, which was accepted by the Council members. <i>MSC: Villegas/Richards.</i></p> <p>Review: Minutes from October 23, 2013 The Council reviewed and unanimously approved the minutes from the meeting on October 23. <i>MSC: Perfumo/Schmidt.</i></p> | |
| 3. | Old Business | |
| 3a. | SGC Priorities for 2013-14 <ul style="list-style-type: none"> • Review of Position Paper <ul style="list-style-type: none"> • Based on dialogue at its last meeting, SGC decided to review the Position Paper sections over several meetings; the discussion today is focused on sections I and II. • The Council members discussed: Eric Holtmann’s feedback on section I/paragraph V (shared by Pam Perfumo); roles of faculty, Curriculum Committee, and SGC in development/approval of curriculum and programs; rights and responsibilities of constituency groups (e.g. Title V); communication/recommendation flow chart; relationship of management team to SGC; reference to SGC as “Keeper of the Plan”; items that do/don’t come to SGC. • SGC will continue the review by looking at section III during its next meeting. • Committee Charges & Membership (no items) | SGC Position Paper |
| 3b. | Resource Allocation Process (RAP) – Reflection & Evaluation <ul style="list-style-type: none"> • SGC continued its review and discussion about RAP, including: providing an opportunity for requestors to present with their respective manager; holding an open process for RAP presentations, as opposed to having a closed meeting; clarifying parameters for Classified Staffing requests; updating the instruction forms and rating sheets (e.g. incorporating a reference to Program Review); and determining how RAP proposals get assessed, once funded. • Ronke Olatunji distributed and reviewed a proposed timeline for the 2013-14 Resource Allocation Process. SGC discussed the aligned timelines for RAP and Program Review, with most of the members in attendance indicating their support for keeping the two processes closely linked in that way. | Program Improvement & Development: Request Form Program Improvement & Development: Rating Criteria Program Improvement & Development: Rating Form Classified Staffing Proposal: Request Form Classified Staffing Proposal: Rating Criteria |

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| 4. | New Business | |
| 4a. | <p>Associate Degrees</p> <ul style="list-style-type: none"> • Journalism: Associate in Arts Degree for Transfer <ul style="list-style-type: none"> • Cindy McGrath provided an overview of the proposed Journalism degree, which had been sent to the SGC members in advance. The existing AA will be kept in place for students who want to go directly into the field, rather than transfer to a four-year institution. Aside from instructional items (that would be requested through RAP), no new resources are required to support this degree/curriculum; the Journalism lab will be redone, but that is already in the works. Kiran Kamath suggested getting confirmation of the correct box to be checked on the cover sheet (i.e., CTE, Transfer, or CTE/Transfer) before sending the paperwork forward. • SGC approved the Associate in Arts Degree for Transfer in Journalism. <i>MSC: Perfumo/Patterson.</i> • Studio Arts: Associate in Arts Degree for Transfer <ul style="list-style-type: none"> • Ken Alexander and Eric Sanchez reviewed the degree information to the SGC members, who had received the materials in advance. The program will continue to offer the existing AA degree, along with the new ADT. • SGC approved the Associate in Arts Degree for Transfer in Studio Arts. <i>MSC: Huffman/Villegas.</i> | <p>Journalism ADT: cover sheet</p> <p>Journalism ADT: template</p> <p>Journalism ADT: narrative</p> <p>Studio Arts ADT: cover sheet</p> <p>Studio Arts ADT: template</p> <p>Studio Arts ADT: narrative</p> |
| 5. | <p>Updates & Announcements/Constituency Reports:</p> <ul style="list-style-type: none"> • Kiran Kamath (for President Kratochvil) – The last Employee Satisfaction Surveys were administered in Fall 2010 and Spring 2007; a new survey will be conducted next semester and, at its next meeting, SGC will identify 3-6 questions it would like to have included. • Classified Senate – Linda Kohler reported that the Senate had not met since the last SGC meeting; they had a very successful soup cook-off yesterday, with the event raising more money than ever before; the Holiday Lunch will be held on December 5. • Academic Senate – Ginny Richards stated that the Senate met twice since the last SGC meeting; some of the items they’ve been addressing include the EEO Plan and the two degrees approved today, as well as the budget process and how to move things through the Senate. • Associated Students – Renee Washington and Tiffany Patterson provided info on some of Student Life’s recent activities, including: “Catch Pink” event; Club Day; ICC’s discussion of campus safety (at night) and student polling (re: car break-ins and cameras in parking lots); an upcoming parliamentary meeting at Contra Costa College; donating a microwave to the Cafeteria; exploring possibility of getting a shuttle for transporting students/staff to CCCCD’s 65th Anniversary event; and LMCAS’ offer to contribute funds for a new Planetarium projector, which will now be repaired. Kiran Kamath inquired about ways to incorporate the “student voice” into the Self-Evaluation Report; she invited them and their fellow LMCAS reps to attend the upcoming College Assembly and, in turn, Ms. Patterson and Ms. Washington invited her to attend the next ICC meeting. • Curriculum Committee – Laurie Huffman shared that it’s been “business as usual” for the committee members, who are working on a new content review process; there will be a whole new paradigm in place when the next Chair starts, with just a two-stop shop (rather than multiple steps). | |
| 6. | <p>Campus Communication: Actions & Notable Items to Report from SGC</p> <ul style="list-style-type: none"> • The Council members suggested that the following items might be worth sharing: approval of the two transfer degrees; review of the RAP forms and timeline; and the ongoing review of the Position Paper. | |