

SHARED GOVERNANCE COUNCIL

MINUTES

DATE: January 27, 2010

TIME: 2:00 TO 4:00 P.M.

MEMBERS PRESENT: Aliotti, Cea, Collins, Davis, Garcia, Kohler, Livingston, Love, Nalls, Norris
Schmidt, Townsend, Woolridge

FACILITATORS: Goodin, Cutler

MEMBERS ABSENT: Fracisco

GUESTS: Gil Rodriguez, Humberto Sale

ACTION ITEMS/STANDING ITEMS		
<i>Item #</i>	<i>Agenda Item/Action</i>	<i>Follow-up</i>
1.	<p>Approve Agenda/Minutes</p> <ul style="list-style-type: none"> • <i>Agenda – January 27, 2010 – add follow-up items end of agenda</i> • <i>Minutes – December 9, 2009</i> 	
2.	<p>General News</p> <ul style="list-style-type: none"> • <i>President – discussed the upcoming college assembly which will be devoted to budget, the proposed establishment of a campus budget committee and the need to have “budget” as a standing item on the SGC agenda. CCCC attorney’s have stated that shared governance committees are technically not Brown Act Legislation committees but we will still operate under those general rules of openness and transparency. SharePoint pages will be set up for SGC and the president’s office to increase accessibility of information, forms and documents.</i> • <i>Academic Senate – the senate discussed reassigned time issues of equity, outcomes and deliverables and the overall program. The group also discussed the new budget allocation model and the establishment of a campus budget committee.</i> • <i>Classified Senate – first meeting of the semester will be next Friday and the senate will hold their annual pizza lunch fundraiser on opening.</i> • <i>Associated Students – introduced new LMCAS VP and representative to SGC, Chrystal Collins. Discussed the various “Welcome Week” activities on campus and goals set for the semester including the issue of the cost of textbooks and the need to have additional funding for more reserve textbooks. The LMCAS will be sponsoring a fundraiser for Haiti Relief sometime in February.</i> 	

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	<ul style="list-style-type: none"> Curriculum Committee – <i>meeting on Friday to finalize Curricunet. The course level assessment group met to discuss institutionalizing our assessment work.</i> 	<ul style="list-style-type: none"> <i>Future agenda item: overview of assessment.</i>
STUDY SESSION		
3.	<p><i>Institutional Effectiveness – distributed draft document “Institutional Outcomes that Support our EMP Goals” and reviewed the process for measuring goals and indicators. Various surveys, focus groups and town halls will be done this semester. An Ad Hoc sub-committee was formed to meet with the planning committee to further refine the outcomes and to identify measuring tools. A final document will be brought back to the next SGC meeting for approval. Sub-committee members are Janice Townsend, Crystal Collins, Ruth Goodin and Jorge Cea.</i></p>	<ul style="list-style-type: none"> <i>final document will be on next SGC agenda for action/approval</i>
4.	<p><i>Committee Changes – The Distance Education committee is scheduled to submit its final report to the SGC, after which it will no longer be a shared governance committee reporting to the SGC.</i></p> <p><i>The Academic Senate agreed that the TLP jointly supports the Senate and the SGC and should report to the Senior Dean of Instruction. The President and the Academic Senate will have further discussion on the organization structure. This will be an agenda standing item until resolved.</i></p>	
5.	<p><i>Committee Charges – After discussion and revision, the following were approved as committee charges for Professional Development, Planning, Safety and IDEA for 09/10.</i></p> <ul style="list-style-type: none"> <i>Professional Development:</i> <ul style="list-style-type: none"> <i>Establish Professional Development objectives which are in alignment with college and district priorities and professional development outcomes,</i> <i>Identify and inform the campus about Professional Development activities</i> 	<ul style="list-style-type: none"> <i>Memos on committee charges will be sent out from the president’s office.</i>

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	<p><i>and opportunities,</i></p> <ul style="list-style-type: none">○ <i>Develop new Professional Development activities for faculty, classified staff and managers,</i>○ <i>Develop operating procedures for the Professional Development program,</i>○ <i>Recommend resource allocations for professional development program activities to SGC.</i> <ul style="list-style-type: none">● <i>Planning:</i><ul style="list-style-type: none">○ <i>Assess/review the annual planning process, including use of SharePoint,</i>○ <i>Revise the Institutional Effectiveness report format and complete the report by Fall 2010,</i>○ <i>Review the planning processes (Educational Master Plan, Facilities Plan, Program Review and Planning, including annual updates), resource, allocation process, and Institutional Effectiveness Report (including ARCC data) in order to strengthen the relationship among these activities in terms of meeting the Educational Master Plan goals.</i>● <i>Safety:</i><ul style="list-style-type: none">○ <i>Develop, implement and effectively communicate the Emergency, Evacuation Plan for the Pittsburg campus and Brentwood Center</i>○ <i>Develop operation procedures for an effective Safety Committee,</i>○ <i>Develop H1N1 Plan that could be a comprehensive plan for any health epidemic,</i>○ <i>Assess and improve evening safety on campus.</i>● <i>IDEA:</i><ul style="list-style-type: none">○ <i>Analyze and update the existing Student Equity Plan,</i>○ <i>Coordinate the Center for Urban Education (CUE) and Equity Scorecard projects, including their integration into college planning, research and operations,</i>	
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	<ul style="list-style-type: none"> ○ <i>Develop operating procedures for an effective campus Equal Employment Opportunity Committee based on the District EEO plan and District EEO committee operating procedures and determine if the EEO Committee will be the IDEA committee or a subcommittee of IDEA,</i> ○ <i>Complete IDEA Committee Action Plan.</i> 	
6.	<p><i>Getting Ready for RAP – The timeline, procedures and forms for the Spring 2010 RAP process were distributed and reviewed. Anyone needing assistance can contact Bruce Cutler.</i></p>	
7.	<p>Follow-up Items</p> <ul style="list-style-type: none"> ● <i>Departments need a designated time at the beginning of each semester to collectively review data regarding their SCLO data – possibly during flex or the first Monday afternoon of the semester.</i> ● <i>Schedule time to present overview of Assessment and TLP to Associated Students</i> ● <i>Coordination of Associated Students volunteer tutors with CORE</i> ● <i>TLP discussion: governance or operational (remains on agenda until resolved)</i> ● <i>SGC reps meet with Planning Committee chairs to complete Institutional Effectiveness Outcomes document</i> ● <i>Confirm the SGC meeting time for March 10th review of RAP proposals</i> 	<p><i>Peter/Richard</i></p> <p><i>Ruth to arrange</i></p> <p><i>Ruth</i></p> <p><i>Ruth</i></p> <p><i>Ruth, Janice, Chrystal,</i></p> <p><i>Jorge</i></p> <p><i>Bruce</i></p>

FUTURE AGENDA ITEMS:

- Shared governance committee structure/charges
- RAP
- Overview of assessment