

## Lawrence, Demetria

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**From:** Lawrence, Demetria  
**Sent:** Wednesday, May 15, 2013 5:27 PM  
**To:** Kratochvil, Bob; Huffman, Laurie; Adams, Ashley; Becker, Michael; Holt, Russell; Goodin, Ruth; Oleson, Mary; Armendariz, Rosa; Patterson, Ann; Pedersen, Ryan  
**Cc:** Belman, David; Guerrero, Blas; Sherrie Anderson (turtlelight@yahoo.com)  
**Subject:** LMCAS Committee Participation  
**Attachments:** Committe Chairl Eval..docx; SP13.Committees.doc

Greetings,

One of the primary purposes of the Associated Students is to provide the student perspective at all levels: local, district, regional and statewide. There are several ways that the senate accomplishes this, one is trough participation on at least one college/district committee. In an effort to strengthen their leadership development, I am asking committee chairs to complete the attached evaluation and provide feedback on the senator's attendance, preparedness and engagement in meetings. I have also attached their Spring 2013 roster which includes the assigned committee of each senator.


Please return the evaluations to me know later than **Friday, May 24.**

If you have any questions, let me know.

Thank you.

**Demetria Lawrence**  
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**Education is the key to unlock the golden door of freedom. -George Washington Carver**

 Please consider the environment before printing this e-mail.

# LOS MEDANOS COLLEGE

## Committee Chair Evaluation LMCAS Student Engagement on College Committees

Senator Name: Maniyat Lecky

Committee Name: Shared Governance Council (SGC)

Committee Chair Name: Bob Kratochvil

Semester: Spring Year: 2013

Rating Scale:      1 - very poor    2 - poor      3 - average      4 - good      5 - very good

- |   |   |   |          |   |          |
|---|---|---|----------|---|----------|
| 1. Overall attendance at meetings   | 1 | 2 | 3        | 4 | <u>5</u> |
| 2. Preparedness for meetings<br>(ex. completing committee assignments,<br>readings, review of pre-meetings materials)             | 1 | 2 | 3        | 4 | <u>5</u> |
| 3. Overall level of engagement in meetings<br>(ex. attentiveness, participation in discussion,<br>contributions to the committee) | 1 | 2 | <u>3</u> | 4 | 5        |

Suggestions for Improvement:

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Additional Comments:

Maniyat always appeared to be prepared for the bi-monthly sessions. Her attendance was very good; she only missed one meeting (in order to attend the Advisor Appreciation Ceremony) and provided advance notice of her absence. This was her first time as a member of SGC, so Maniyat seemed focused on observing and learning about the various processes and topics involved in the committee.

# LOS MEDANOS COLLEGE

## Committee Chair Evaluation LMCAS Student Engagement on College Committees

Senator Name: Jasmine Martinez

Committee Name: Shared Governance Council (SGC)

Committee Chair Name: Bob Kratochvil

Semester: Spring Year: 2013

Rating Scale: 1 - very poor 2 - poor 3 - average 4 good 5 - very good

1. Overall attendance at meetings	1	2	3	4	<u>5</u>
2. Preparedness for meetings (ex. completing committee assignments, readings, review of pre-meetings materials)	1	2	3	4	<u>5</u>
3. Overall level of engagement in meetings (ex. attentiveness, participation in discussion, contributions to the committee)	1	2	<u>3</u>	4	5

Suggestions for Improvement:

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Additional Comments:

Jasmine all scheduled meetings except one, which conflicted with the Advisor Appreciation Ceremony (she provided advance notice of her absence). She was always well prepared and took part in the very in-depth Resource Allocation Process (RAP) that required a great deal of advanced review, extended meeting times, and informed voting. Jasmine seemed engaged during meetings, mostly listening and observing as this was her first experience on SGC.

# LOS MEDANOS COLLEGE

## Committee Chair Evaluation LMCAS Student Engagement on College Committees

Senator Name:           Sherrie Anderson          

Committee Name:           Shared Governance Council (SGC)          

Committee Chair Name:           Bob Kratochvil          

Semester:           Fall & Spring          

Year:           2012-13          

Rating Scale:      1 - very poor    2 - poor    3 - average    4 - good    (5) very good

1. Overall attendance at meetings	1	2	3	4	(5)
2. Preparedness for meetings (ex. completing committee assignments, readings, review of pre-meetings materials)	1	2	3	4	(5)
3. Overall level of engagement in meetings (ex. attentiveness, participation in discussion, contributions to the committee)	1	2	3	4	(5)

Suggestions for Improvement:

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Additional Comments:

Sherrie participated in SGC in both Fall 2012 and Spring 2013. She was thoughtful in her dialogue on various issues, was a very strong advocate for students' interests, and was always prepared for the work of the Council. At each meeting, Sherrie provided a detailed update about LMCAS activities and kept the other SGC members informed about Student Government initiatives and perspectives. She only missed one meeting over the course of the entire academic year (due to a scheduling conflict with another College event), providing advance notice of her absence and preparing a message to be shared with the rest of the committee.

# LOS MEDANOS COLLEGE

## LMCAS Student Engagement on College Committees

Semester: Spring 2013

DUE: Friday 5/17/13

Senator Name: SHERRIE ANDERSON

College Committee: CSS I, CURRICULUM, DISTRICT GOVERNANCE  
SHARED GOVERNANCE, STACT

### SELF-EVALUATION

Please rate yourself on each statement using the rating scale below:

1- Strongly Disagree

2- Disagree

3- Agree

4- Strongly Agree

I attend the committee meetings regularly.

1      2      3      4

I am prepared for all committee meetings.

1      2      3      4

I review meeting agendas and materials in advance of the meetings to prepare.

1      2      3      4

I actively participate in discussions and decision-making in committee meetings.

1      2      3      4

I understand the mission, goals, and purpose of the committee.

1      2      3      4

I understand my responsibilities as a member of this committee.

1      2      3      4

### SEMESTER COMMITTEE REPORT

Please type your response to the following questions on a separate sheet of paper.

#### Committee Report Questions:

1. What is the role of this committee on campus?
2. What were the major areas of discussion for the committee this semester?
3. What were the major accomplishments of the committee this semester?
4. What changes would you suggest, as a committee member, in the operation and involvement of this committee?
5. What areas do you think the committee should focus on in the future?
6. How has participating in this committee improved your growth as a Senator?

Sherrie Anderson

May 15, 2013

Committee Report

LMC Office of Student Life

## **The Shared Governance Council Committee**

Committee Report Questions:

### **1. What is the role of this committee on campus?**

**Shared governance** - in its broadest sense, a participation of and mutual deliberation by the college Senates, Associated Students, the President, and the management team - must be mindful of and defer to the particular legal rights and responsibilities granted to the Governing Board, Chancellor, President, Academic Senate, Classified Senate, Associated Students, and collective bargaining units. It is very important to note that neither the rights (primarily rely or mutually consent) nor the responsibilities of the Academic Senate in academic and professional matters noted in legislation and law are abridged, challenged or limited by this model. Similarly, the obligations and rights of the President, Classified Senate, Associated Students, and college administrators remain unchallenged. The Council meets regularly, generally twice each month during the academic year, to formulate charges for governance committees and evaluate recommendations and ongoing college initiatives for feasibility, effectiveness, and concordance with the Master Plan. Council discussions are open and meeting outcomes and Council decisions are communicated quickly and effectively to the entire college community.

### **2. What were the major areas of discussion for the committee this semester?**

2012-13 Resource Allocation Process (RAP) Part I and II program improvement & development proposals training and implementation. Review of RAP rankings, this year, there were 35 "Program Improvement/Development" requests and 15 "Classified Staffing" requests. We discussed the updates on the Mission Statement Task Force. President Kratochvil shared some items that have emerged from the work of Standard committee and that are relevant to SGC, such as: SGC assessment, which hasn't been conducted in several years; SGC communication to/with campus community on actions, decisions, and issues; SGC membership and voting and representation/participation from the Brentwood Center on committees. The Academic Senate has recommended that LMC establish a College Budget Committee.

**3. What were the major accomplishments of the committee this semester?**

2012-13 Resource Allocation Process (RAP) Part I and II program improvement & development proposals training and implementation.

**4. What changes would you suggest, as a committee member, in the operation and involvement of this committee?**

The only changes needed are going to take place automatically as Bob and Jennifer learn all the aspects of the operation of Los Medanos College. The council should follow its written proposal: Governance Council is charged with promoting and facilitating collaborative decision-making at LMC. It is expected to devote itself to the college's most significant issues and challenges. The role of this Council is not to micro-manage, but rather to focus on broad, high-level policy concerns. The Council is a key body in the formation of strategic goals as an expression of the Master Plan. First, the Council will lead the implementation and evaluation of the annual planning cycle by directing the activities of all Shared Governance Committees, and by reviewing all new policies and allocation processes proposed by the Shared Governance Committees, the Senates, Associated Students and the College President. Planning, and policy making linked to planning, should be the major focus of shared governance and its organizational components.

**5. What areas do you think the committee should focus on in the future?**

In the future I would like to see better agenda items because the agenda is always short on items. This does allow more time for discussion on each agenda item but I felt as though the meeting were a "getting our feet wet" for Bob and Jennifer. I hope to see a more organized meeting and less of a learning curve.

**6. How has participating in this committee improved your growth as a Senator?**

Yes, I have grown stronger as a Senator from the knowledge received being part of this committee. I enjoyed being a part of the RAP proposals. I learned a lot about how one aspect of the funding allocation is implemented. I also learned about concerns of the members of our college. All items on the agenda were openly discussed and no rushed through which I feel is a better way than having a time limit.





# LOS MEDANOS COLLEGE

## LMCAS Student Engagement on College Committees

Semester: Spring 2013  
DUE: Friday 5/17/13

Senator Name: Maniyat Leaky  
College Committee: SGC

### SELF-EVALUATION

Please rate yourself on each statement using the rating scale below:

1- Strongly Disagree                  2- Disagree                  3- Agree                  4- Strongly Agree

I attend the committee meetings regularly.	1	2	3	④
I am prepared for all committee meetings.	1	2	3	④
I review meeting agendas and materials in advance of the meetings to prepare.	1	2	3	④
I actively participate in discussions and decision-making in committee meetings.	1	②	3	4
I understand the mission, goals, and purpose of the committee.	1	2	③	4
I understand my responsibilities as a member of this committee.	1	2	③	4

### SEMESTER COMMITTEE REPORT

*see attached.*

*Please type your response to the following questions on a separate sheet of paper.*

#### Committee Report Questions:

1. What is the role of this committee on campus?
2. What were the major areas of discussion for the committee this semester?
3. What were the major accomplishments of the committee this semester?
4. What changes would you suggest, as a committee member, in the operation and involvement of this committee?
5. What areas do you think the committee should focus on in the future?
6. How has participating in this committee improved your growth as a Senator?

## Self-Evaluation

Senator Name: Maniyat Lecky

College Committee: SGC

1.4

2.4

3.4

4.2

5.3

6.3

## Semester Committee Report

1. The role of SGC is to keep the college's plan and vision for itself. The Shared Governance Council is charged with promoting and facilitating collaborative decision-making at LMC. It is expected to devote itself to the college's most significant issues and challenges. The role of this Council is not to micro-manage, but rather to focus on broad, high-level policy concerns.
2. The major areas of concern for this committee was budget requests for the upcoming school year.
3. The major accomplishments was getting the budget requests done on time despite a tight deadline.
4. I would suggest that they change the room, it's very crowded. Also to have a more efficient method of going about the Budget request rating process by adjusting the timeline and organizing interviews in a more orderly fashion.
5. I think that they are doing a good job of focusing on important matters, also I think things such as retention and low transfer rates should be discussed, and how we could improve our college rating.
6. I learned a lot about what goes on at Los Medanos College behind the scenes and the process and deliberation that goes towards making a decision that would affect the whole school. I learned that its better to look at the whole big picture and not just your area of interest or expertise. I also learned how important it was to make others feel respected for their opinions.

# LOS MEDANOS COLLEGE

## LMCAS Student Engagement on College Committees

Semester: Spring 2013  
DUE: Friday 5/17/13

Senator Name: Jasmine Martinez

College Committee: Shared Governance Council

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### SELF-EVALUATION

Please rate yourself on each statement using the rating scale below:

1- Strongly Disagree                      2- Disagree                      3- Agree                      4- Strongly Agree

I attend the committee meetings regularly.	1	2	3	4
I am prepared for all committee meetings.	1	2	3	4
I review meeting agendas and materials in advance of the meetings to prepare.	1	2	3	4
I actively participate in discussions and decision-making in committee meetings.	1	2	3	4
I understand the mission, goals, and purpose of the committee.	1	2	3	4
I understand my responsibilities as a member of this committee.	1	2	3	4

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### SEMESTER COMMITTEE REPORT

Please type your response to the following questions on a separate sheet of paper.

#### Committee Report Questions:

1. What is the role of this committee on campus?
2. What were the major areas of discussion for the committee this semester?
3. What were the major accomplishments of the committee this semester?
4. What changes would you suggest, as a committee member, in the operation and involvement of this committee?
5. What areas do you think the committee should focus on in the future?
6. How has participating in this committee improved your growth as a Senator?

Senator Jasmine Martinez

### Semester Committee Report

This semester I was a part of the Shared Governance Council committee. The role of this committee on campus was to deal with issues that affect the campus as a whole, and deciding what would be in the best interest of Los Medanos College. Some of our major topics of discussion this semester were deciding which proposals we were going to decide to support, standards for student achievement data, survey results and reviewing of the mission statement, the assumed budget for the 2013-2014 school year, and the proposal of possibly adding an environmental science degree. The major accomplishment of this committee this semester was that we got through the proposal interviews, submitted our proposal ratings and got the top choices. Likewise, the mission statement survey was a success and we got a great student turnout. The changes I would recommend, as a committee member, is that I think the rest of the committee should explain things more in depth because although they know what they're talking about, the students don't. The students can ask for clarification but it would help the meeting flow better if we didn't have to constantly interrupt to ask questions. Another recommendation I have is to vote on things instead of postponing them. Although the other members will probably be there next semester to vote for them not all the students will, and the new student members would be kind of out of the loop. Next semester I think the committee should focus some more on the students. They did this semester but at times put more efforts in dealing with faculty and staff related issues. Participating in this committee has extremely improved my growth as a senator. It taught me not to be intimidated by working with high power faculty, and more importantly it taught me what goes on behind

the scenes of Lmc and how the school works. I learned that as a senator we have a vote on what proposals we believe should receive money. It taught me how much work goes into reading, doing interviews, and rating proposals. Likewise I learned about a lot of things like the schools budget, standards for student achievement and the mission statement. Also because there were members from all the other committees I got to learn what was going on within the rest of the school.