

## Shared Governance Council Suggested Meeting Times & Chair Facilitation Models --

### RECOMMENDATIONS

#### I. Purpose

This document outlines proposed meeting schedules and chair facilitation models for the Shared Governance Council (SGC). The goal is to support collaboration, transparency, and effective decision-making while ensuring equitable participation across all constituency groups.

#### II. Recommended Meeting Time

##### A. Meeting Duration

The recommended meeting length is **85 minutes**.

##### B. Proposed Time Blocks

The **recommended meeting time is 2:30 p.m. – 3:55 p.m.**, which allows time for faculty whose classes end at 2:10 p.m. to attend and concludes before childcare services close at 4:00 p.m.

Day	Time	Rationale
2nd & 4th Wednesday	2:00 – 4:00 p.m.	Current meeting schedule
2nd & 4th Wednesday	<b>2:30 – 3:55 p.m.</b>	Allows time after class blocks and ends before childcare closes
2nd & 4th Wednesday	3:00 – 4:00 p.m.	Would shorten the meeting to one hour; may limit discussion time
2nd & 4th Wednesday	Start before 3:00 p.m.	Conflicts with GE (1:00 – 2:25 p.m.)

##### D. Key Considerations (see Appendix A on page 4)

When evaluating meeting schedules, the following factors should be considered:

- Equity of access for all constituency groups
  - Childcare services, which close at 4:00 p.m.
  - Instructional schedules, with many classes ending at 2:10 p.m.
  - Alignment with other governance committees, including:
    - General Education (GE) Committee: 1:00 – 2:25 p.m.
    - Teaching & Learning Committee (TLC): 2:30 – 3:55 p.m.
    - Distance Education (DE) Committee: 2:00 – 3:00 p.m.
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### III. Recommended Chair Facilitation Model

#### Rotating Quad-Chair Model- RECOMMENDATION

##### Description

Under this model, meeting facilitation rotates among four constituency representatives, each serving as designated chair for one semester on a three-semester basis. The remaining members support meeting preparation, including agenda development and timekeeping.

Representation would include:

- 1 SGC-appointed student
- 1 SGC-appointed classified professional
- 1 SGC-appointed faculty member
- 1 SGC-appointed manager

At the conclusion of the three-semester cycle, new representatives would be selected so that the previous chairs do not immediately repeat the role, supporting the spirit of rotation and distributed leadership.

##### Benefits

- Shared workload and distributed responsibility
- Leadership and professional development opportunities
- Broader engagement and collaboration across constituency groups
- Equitable representation of perspectives

##### Considerations

- Providing facilitation training and support
- Maintaining continuity between chair rotations
- Establishing clear expectations for agenda planning and meeting facilitation

## Voting Structure

- The President will remain a non-voting, ex-officio member of SGC, as outlined in the Position Paper.
- The Designated Chair – which rotates among classified professionals, faculty members, and managers -- is a non-voting member.
- The ~~other three chairs~~ Vice Chair, Student Chair, and Timekeeper -are voting members, making 11 total voting members.
- Titles for roles:
  - Designated Chair (non-voting)
  - Vice Chair (upcoming Designated Chair) (voting)
  - Student Chair (voting)
  - Timekeeper (~~a~~-previous Designated eChair) (voting)

## IV. Roles & Responsibilities

Quad chair responsibilities may include:

- Agenda development and distribution
  - Administrative support may assist with agenda planning
  - Schedule an agenda planning meeting that includes all four chairs and administrative assistance
- Meeting facilitation and time management
  - One member of the quad-chair group serves as timekeeper
- Encouraging inclusive participation
- Clarifying action items and next steps
- Communicating outcomes to constituency groups

## V. Discussion Questions That Were Considered for Recommendations

- What meeting frequency best supports meaningful engagement without overburdening members?
- Which facilitation model best reflects our institutional culture and values?

- How can we ensure an equitable voice across constituency groups?
- What support or training may be needed for chairs or facilitators?
- When should this structure be reviewed and assessed?

## VI. Next Steps

Gather constituency feedback

Pilot the selected model for one ~~semester~~-year and evaluate effectiveness

Formalize the structure in the Governance Handbook / SGC Charge Sheet/position paper

## Appendix A

### Governance Meeting Landscape

#### Mondays

- LMCAS: 1:00 – 3:00 p.m.
- Academic Senate: 3:00 – 5:00 p.m.
- Classified Senate: 3:00 – 4:30 p.m.
- College Assembly: 3:00 – 5:00 p.m.
- Student Success Team (3rd Monday): 10:30 a.m. – 12:00 p.m.

#### Tuesdays

- ESPC (1st & 3rd): 3:30 – 4:30 p.m.
- EEO (2nd): 2:30 – 4:30 p.m.
- TLC (2nd): 2:30 – 3:55 p.m.
- TAG (4th): 2:00 p.m.

#### Wednesdays

- GE (2nd & 4th): 1:00 – 2:25 p.m.
- SGC (2nd & 4th): 2:00 – 4:00 p.m.
- Sustainability (3rd): 3:30 – 4:30 p.m.

#### Thursdays

- Planning Committee (1st): 2:00 – 4:00 p.m.
- IDEA (3rd): 2:30 – 3:50 p.m.
- Safety Committee (3rd): 3:00 – 4:30 p.m.
- PDAC (4th): 2:00 – 3:00 p.m.

#### Fridays

- No standing governance meetings