

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	2:30 – 3:55 p.m.	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 designated chair is a non-voting member.

- The other three chairs are voting members, making 11 total voting members.
- Titles for roles:
 - Designated Chair (non-voting)
 - Vice Chair (voting)
 - Student Chair (voting)
 - Timekeeper (a previous chair) (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