

**LOS MEDANOS  
COLLEGE**

**Shared Governance Council**

**MINUTES**

October 28, 2020

2:00 - 4:00 p.m., via Zoom

MEMBERS PRESENT: Nicole Almassey, Robert Delgado, Roseann Erwin, Bob Kratochvil, Morgan Lynn, Carla Molina, Carlos Montoya, Nikki Moultrie, , Irene Sukhu.

OTHER ATTENDEES: Chialin Hsieh, Marci Lapriore (presenter); Myles Crain, Paul West, Catt Wood (guests); Jennifer Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
<b>1.</b>	<b>Public Comment</b> Nicole Almassey reminded everyone about the events taking place on campus tomorrow, including free drive-through flu shots.		
<b>2.</b>	<b>Welcome</b> – President Kratochvil welcomed the SGC members and guests to the meeting.		
<b>3.</b>	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for October 28<sup>th</sup> President Kratochvil reviewed the agenda and asked to move up the item on TLC charges to accommodate the presenter. SGC unanimously approved the agenda, as amended. <i>MSC: Almassey/Erwin.</i> <i>Yeas – Almassey, Delgado, Erwin, Molina, Montoya, Moultrie, Sukhu; Nays – N/A; Abstentions – N/A.</i></li> <li>• Minutes (draft) from October 14, 2020 The minutes from October 14<sup>th</sup> were unanimously approved. <i>MSC: Almassey/Moultrie.</i> <i>Yeas – Almassey, Delgado, Erwin, Molina, Montoya, Moultrie, Sukhu; Nays – N/A; Abstentions – N/A.</i></li> </ul>		Agenda approved  Minutes approved
<b>4.</b>	<b>Old Business</b>		
4a.	<b>Draft Monday Meeting Calendar – Spring 2021</b> SGC approved the Spring 2021 Monday Meeting Calendar, which had been presented and reviewed at the last meeting. <i>MSC: Almassey/Molina. Yeas – Almassey, Delgado, Erwin, Molina, Montoya, Moultrie, Sukhu; Nays – N/A; Abstentions – N/A.</i>		Monday Meeting Calendar approved
<b>5.</b>	<b>New Business</b> [no items]		
5a.	<b>Teaching &amp; Learning Committee (TLC) – 2020-21 Charges</b> Marci Lapriore provided an update on TLC’s work and noted that, in her role as the TLC Chair, she is passionate about developing synergies. The presentation included info on: TLC’s goals and objectives, membership, and position paper; leadership retreat; collaboration and intra-college partnerships; EMP alignment; connection to the Academic Senate’s anti-racism resolution; GE Committee’s universal SLOs; and assessment and eLumen. As proposed, the TLC goals and objectives were outlined as: define membership roles; revise position paper; develop and maintain consistent collaboration with GE, Curriculum, and IDEA; create criteria and rubric for GE SLOs; incorporate action items from the Academic Senate’s anti-racism resolution; define scales and rubrics for eLumen Assessments Revisit Cohort Cycle(s); and professional development. President Kratochvil thanked Ms. Lapriore for the presentation and asked if she could provide a single/streamlined slide for the goals and objectives (to facilitate SGC’s action item at the next meeting). He also asked for a copy of the membership list presented, so that the SGC members/constituency leaders can assist with filling the vacancies for faculty reps on TLC.	<a href="#">TLC Update &amp; Charges</a>	
5b.	<b>Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT) – Visit #1</b> Dr. Hsieh provided information about LMC’s request for an IEPI Partnership Resource Team. She explained that LMC’s proposal was accepted, and the College will now have two PRT visits; once those are successfully completed, LMC will receive the grant to fund its projects. Dr. Hsieh displayed/reviewed LMC’s four areas of focus: Data Coaching Plan; Tableau Data Dashboard expansion; Implement eLumen to support the College’s curriculum, assessment, and program review; and Assistance on integration of program review, facilities, and technology planning into implementation process of the 2020-25 EMP. Dr. Hsieh also displayed/reviewed the schedule for the first PRT visit on November 6, as well as the list and professional profiles of the PRT members.		

5c.	<p><b>eLumen</b> Nikki Moultrie and Chialin Hsieh provided an update on eLumen implementation. They displayed/reviewed the eLumen “homepage” and various sections, including Curriculum and Assessment. Dean Moultrie conveyed her excitement, and noted that the Office of Instruction, managers, and 110 faculty have been trained on the Curriculum module. Assessments can be populated directly from Canvas to eLumen, so they won’t have to be entered manually. Dr. Hsieh displayed the Strategic Planning module, and explained that the Program Review section is still being built. SGC discussed the prospect of having the existing resource request form included in the Program Review module, and if there will be a mechanism for individuals/units to enter information into the Strategic Planning module as “contributors”(to document activities/progress related to EMP goals and objectives), as there are many things that wouldn’t be captured/populated via Program Review. Dr. Hsieh explained that those things may be feasible, but further discussion is needed.</p>		
5d.	<p><b>Strategic Enrollment Management (SEM) Committee Update</b> Vice President Montoya provided an update on the work of the SEM Committee. The Committee hasn’t officially reviewed/updated its charges yet, so that will have to come back to SGC at a future meeting. After broad-based review, the SEM Plan is now in final draft form. VP Montoya emailed a copy of the plan to SGC, so the members can share the document with their respective constituency groups. The SEM Plan identifies three target populations: new first-time students; dual enrollment students; and distance education students. SEM has narrowed its areas of focus to four goals: strategic scheduling; integrated student support/retention; curriculum analysis; and distance education. At an upcoming meeting, SGC will be asked to vote on the SEM Committee’s proposal for revised membership (four reps per constituency group, to align with SEM’s four areas of focus) and the SEM Plan. President Kratochvil noted that “outreach” wasn’t identified among SEM’s top four priorities, and inquired about SEM’s thoughts on outreach/marketing strategies (as that was originally envisioned as part of the SEM Plan); VP Montoya explained that SEM feels there should be a separate marketing/outreach plan for the College. VP Montoya will send SGC the SEM update (PPT), which includes the revised membership proposal on slides #10-11.</p> <p>Nicole Almassey commented that she thinks LMC needs to explore ways to engage students/increase student participation in committee work (particularly in this virtual environment. She feels that the work of student reps on committees should be tied to an internship, and thus would be linked to skill development, could be listed on student’s resume, and possibly compensated via a stipend. Several SGC members voiced support for that idea, noting that the College needs to re-examine this issue and design a new approach – rather than mandating student participation, they believe we need to build a new framework through which students can be engaged.</p>	<p><a href="#">SEM Update</a> <a href="#">Draft SEM Plan</a></p>	
6.	<p><b>Budget Update</b> (<i>standing item</i>) Vice President Montoya reported that there weren’t any updates to provide at this time. The Business Services department has been working to get budget and expenditure reports to managers, and will then work to prepare a quarterly update for SGC. President Kratochvil noted that the College is still working to be prudent and mindful of the prospective fiscal impact.</p>	<p><a href="#">2020-21 4CD Adoption Budget – LMC Fund 11</a></p>	
7.	<p><b>Accreditation</b> (<i>standing item</i>) President Kratochvil noted that the Peer Review Team provided a glowing Exit Report, including commendations for the College. He expects that the Team will soon send a draft copy of their report, which can be corrected for errors of fact only.</p>	<p><a href="#">LMC Accreditation 2020</a></p>	
8.	<p><b>Curriculum</b> (<i>standing item</i>) – N/A</p>		
9.	<p><b>COVID-19 Public Health Emergency</b> (<i>standing item</i>) President Kratochvil shared that the District is working to figure out how to respond to new legislation that requires employers to account for everyone on their premises and notify them when there’s a COVID exposure/case on campus. The DO would need to determine how to track that. Vice President Montoya added that employers will have to track the last 45 days on-site, and have to presume that an employee’s COVID exposure occurred in the workplace (regardless of the individual’s other locations visited).</p>		

10	<p><b>Updates &amp; Announcements/Constituency Reports:</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil noted that the new Chancellor, who will start on Monday, sent out a district-wide message earlier today.</li> <li>• Academic Senate: no updates.</li> <li>• Classified Senate: Nicole Almassey reported that Classified Senate approved an anti-racism resolution, had an update from its elections committee and discussed related strategies, discussed having a communication platform for the Senate, talked about the “Trick Your Ride” fundraiser, and had a wellness presentation. At its upcoming meeting, the Senate is going to look at its goals (last approved in 2018). They also discussed having a retreat for the Classified Senate Council.</li> <li>• Student Senate: no representative present.</li> <li>• Management Team: no report.</li> <li>• Curriculum: Morgan Lynn reported that the Committee is still working hard to get everything reviewed/approved, as is Tech Review.</li> <li>• Other: N/A.</li> </ul>		
11	<p><b>Community College Items of Interest: Legislation, Research &amp; Best Practices</b> Nicole Almassey encouraged everyone to vote in the upcoming election.</p>		
12	<p><b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b></p> <ul style="list-style-type: none"> <li>• SGC approved the draft Monday Meeting Calendar for Spring, was presented with a proposal for revised SEM Committee membership, and learned details of the IEPI PRT projects and upcoming visit.</li> </ul>		
13	<p><b>Adjournment</b> – The meeting adjourned at 3:46 p.m. <i>MSC: Montoya/Sukhu.</i> <i>Yeas – Almassey, Delgado, Erwin, Molina, Montoya, Moultrie, Sukhu; Nays – N/A; Abstentions – N/A.</i></p>		