

**LOS MEDANOS  
COLLEGE**

**Shared Governance Council**

**MINUTES**

November 28, 2018

2:00 - 4:00 p.m., Room CO-420

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Natalie Hannum, Bob Kratochvil, Morgan Lynn, Alex Porter, Carla Rosas, Priscilla Tatmon.

OTHER ATTENDEES: Scott Hubbard, Lucy Snow (presenters); Carl Chiu, Beth Stone, Paul West (guests); Jennifer Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
1.	<b>Public Comment</b> Vice President introduced Carl Chiu, LMC’s new Technology Systems Manager.		
2.	<b>Welcome &amp; Introductions</b> President Kratochvil welcomed the meeting attendees, and asked everyone to introduce themselves to Carl Chiu.		
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for November 28<sup>th</sup> President Kratochvil reviewed the agenda, which was modified (i.e. order of items) to accommodate the guest presenters. The SGC members approved the agenda, as amended. <i>MSC: Almassey/Hannum.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Hannum, Lynn, Porter, Rosas, Tatmon; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> <li>• Minutes (draft) from November 14<sup>th</sup> The SGC members reviewed and approved the minutes from the meeting held on November 14, 2018. <i>MSC: Lynn/Porter.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Hannum, Lynn, Porter, Tatmon; Nays – N/A; Abstentions – Rosas.</i></li> </ul> </li> </ul>		<p>Agenda approved</p> <p>Minutes approved</p>
4.	<b>Old Business</b>		
4a.	<b>Resource Allocation Process (RAP)</b> Vice President reported that, although his campus message regarding RAP had been delayed due to the District/College closure, the timeline discussed at the last meeting remains in place. The plan is to have SGC begin the review/rating of “Parking Lot” requests when committee meetings resume in February.		
4b.	<b>Accreditation (standing item)</b> President Kratochvil reminded the group that, leading up to the Evaluation Team Visit in Fall 2020, Accreditation will be a standing item on the agenda. LMC’s Standard Teams continue work on the ISER.		
5.	<b>New Business</b>		
5a.	<b>Teaching &amp; Learning Committee (TLC) Final Report</b> Scott Hubbard provided an overview (via phone) of the TLC Final Report, which had been provided to SGC in advance. He highlighted the three areas outlined in the report’s Executive Summary: 1) the “Pedagogy Innovation Project,” expected to launch in Fall 2019, will support student-facing faculty and staff to innovate and improve their teaching; 2) in 2018-19, the GE Committee will articulate and implement a new vision for the GE SLO structure on campus; and 3) TLC leadership will work with LMC’s management team, District IT, and classified professionals to implement the cloud-based assessment tool. Beth Stone, attending SGC to represent the Planning Committee and Office of Planning & Institutional Effectiveness, suggested several edits to the report (e.g. shorten/clarify the quoted text in Section Ia under <i>Purpose of This Report</i> , remove “??” from table on p.14, etc.). Nicole Almassey inquired about several bullet points related to the Pedagogy Innovation Project <i>Outline of Program</i> (p.22, listed under <i>Semester 0 Pre-Program</i> ): “Include student services staff needs in survey/exit ticket”; “Recruit focus group participants”; and “Hold a few focus group sessions with interested faculty/student services staff to gauge needs related to professional development.” Scott noted that those bullet points specifically reference Focused Flex in January. Nicole expressed her concern that student services staff may not be able to attend, as that is a very busy time before the		

	semester starts. President Kratochvil suggested that it would be great to provide an alternate opportunity for classified professionals to participate and provide feedback.		
5b.	<p><b>2020-2025 Districtwide Strategic Plan</b></p> <p>President Kratochvil reported that about 40-45 people attended the Districtwide Strategic Plan “dialogue session” on Monday afternoon. Nicole Almassey shared that she was able to attend, adding that it would be helpful to have the presentation materials provided in advance – and/or made available online (or via email) – so that classified professionals have an opportunity to participate and contribute input, even if they are unable to attend in person. Natalie Hannum added that the information provided was very interesting, particularly the data and trends regarding feeder high schools, and that it would be great to share it with a broader audience (e.g. at Opening Day).</p>		
<b>6. Curriculum</b>			
6a.	<p><b>New Instructional Program Proposal – Certificate of Achievement: Applied 3D Design (Art/Graphic Communications)</b></p> <p>Lucy Snow provided an overview of the Applied Three Dimensional Design certificate proposal, which had been provided to SGC in advance. She noted that, in developing the certificate, there was consideration of: having a stackable certificate; alignment with four-year institutions/transfer; and the potential for a “maker space.” Dean Hannum suggested that it would also be beneficial to consider TOP codes and SAM codes that would designate the program as eligible for certain funding (e.g. Strong Workforce, Perkins, etc.) and identify it for MIS Data. She offered to talk further with Professor Snow and Dean Ybarra. Carla Rosas expressed her appreciation for the thought that went into developing this certificate – particularly the consideration of student success, access, and completion. President Kratochvil noted that the certificate will be placed on SGC’s next agenda as an action item.</p>		
7.	<p><b>Updates &amp; Announcements/Constituency Reports:</b></p> <ul style="list-style-type: none"> <li>President Kratochvil informed SGC that, with Dr. Horan’s departure, the Vice President of Instruction &amp; Student Services position will be divided into two separate roles: Vice President of Instruction and Vice President of Student Services. He noted that this change: is intended to support the current and prospective needs of the College; will not increase the number of positions; is not initially projected to increase salary expenditures. More information will be forthcoming about interim leadership and the recruitment process. President Kratochvil will attend the Academic and Classified Senate meetings on Monday to share this info with both groups.</li> <li>Academic Senate: Morgan Lynn noted that she is not on the Academic Senate, but shared that election results were recently sent out.</li> <li>Classified Senate: Nicole Almassey reported that the Classified Senate sent out Holiday Luncheon invitations, and had concerns about the impact of the campus closure on ticket sales. She reminded the group about approving the Monday Meeting Calendar for Spring.</li> <li>Management Team: Natalie Hannum shared that there are currently three RFAs out for grants, including one that could potentially provide funding for Pathway Connector positions (similar to Kelly Green’s role). Another grant opportunity being given serious consideration is related to STEM dual enrollment, and our sister-colleges are on board to pursue that. There is yet another RFA coming out for Pre-Apprenticeship, as Dave Wahl mentioned during his presentation to President’s Cabinet earlier today.</li> <li>Student Senate: Priscilla Tatmon stated that LMCAS will hold their last meeting of the semester next week, and that they have started discussions about their bylaws.</li> <li>Curriculum: Morgan Lynn shared that they are working on updating the Position Paper for the committee, and have some details to work out with the Academic Senate (e.g. purview of the committee, in terms of supporting curriculum development).</li> <li>Other: The SGC members were reminded that they can send any suggestions/edits related to the Employee Engagement/Voice Survey to Dr. Hsieh via email.</li> </ul>		
8.	<b>Community College Items of Interest: Legislation, Research &amp; Best Practices</b> [no items]		
9.	<p><b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b></p> <p>As a follow-up to the SGC discussion about expanding opportunities for people to engage in the Districtwide strategic planning process, President Kratochvil will check with Greg Stoup (District Senior Dean of Research &amp; Planning) to find out if the questions posed at Monday’s “dialogue session” can be made available to those who weren’t able to attend. Morgan Lynn suggested that, with the Basic Skills Transformation Grant ending in December, it would be beneficial to have a closing update presented to SGC in the Spring.</p>		
10.	<p><b>Adjournment</b></p> <p>The meeting adjourned at 3:33 p.m. <i>MSC: Baskin/Porter. Yeas – Almassey, Baskin, Hannum, Lynn, Porter, Rosas, Tatmon; Nays – N/A; Abstentions – N/A.</i></p>		Meeting adjourned