

**LOS MEDANOS  
COLLEGE**

**Shared Governance Council**

**MINUTES**

February 24, 2021

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

MEMBERS PRESENT: R. Delgado, R. Erwin, B. Kratochvil, M. Lynn, M. McCoy, C. Molina, C. Montoya, N. Moultrie, J. Noel, A. Nogarr, N. Sessions, I. Sukhu.

OTHER ATTENDEES: R. Anicetti, R. Holt, C. Hsieh, S. Montemayor Lenz (presenters); M. Lapriore, J. Tharchin, P. West, C. Wood (guests); J. Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
1.	<b>Welcome</b> – President Kratochvil welcomed the SGC members and guests to the meeting.		
2.	<b>Public Comment</b> – N/A		
3.	<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• Agenda for February 24<sup>th</sup> President Kratochvil reviewed the agenda, and asked to move up the CWEE, Sustainability charges, and Guided Pathways items to accommodate the guest presenters. SGC approved the agenda, as amended. <i>MSC: Moultrie/Sukhu. Yeas – Delgado, Erwin, Molina, McCoy, Montoya, Moultrie, Noel, Nogarr, Sessions, Sukhu; Nays – N/A; Abstentions – N/A.</i></li> <li>• Minutes (draft) from February 10, 2021 SGC approved the 2/10 minutes. <i>MSC: Moultrie/Delgado. Yeas – Delgado, Erwin, McCoy, Molina, Montoya, Moultrie, Noel, Nogarr, Sessions, Sukhu; Nays – N/A; Abstentions – N/A.</i></li> </ul>		<p>Agenda approved</p> <p>Minutes approved</p>
4.	<b>Old Business</b>		
4a.	<p><b>Institutional Student Learning Outcomes (ISLOs) – Core Group Proposal</b></p> <p>Senior Dean Hsieh displayed and reviewed the amended proposal for the ISLO Core Group. She explained that the only change is the addition of a GE Committee rep to the membership. President Kratochvil provided a recap of how this topic came to SGC – from dialogue at the Teaching &amp; Learning Committee (TLC), to the original Core Group proposal being approved at SGC’s last meeting – and noted that additional discussion may be needed, as he understands that some questions have been raised by the Academic Senate; he added that he had asked Dr. Hsieh to delay the first ISLO Core Group meeting, to allow time for consideration of the Academic Senate’s feedback. Dr. Noel, Academic Senate president, shared that several Senators had questions/concerns that TLC isn’t overseeing this process. Those Senators mentioned TLC’s 2012 position paper, which references that TLC has a key role in ISLOs. SGC had a lengthy dialogue, which included: questions about how the Academic Senate can essentially put a halt to this process, without having taken a vote (and after SGC action, which included input from Senate reps); appreciation that President Kratochvil paused the process to enable voices/feedback to be heard; that the current proposal seems to be in line with TLC’s position paper (i.e. having a key role in ISLOs), as they have a rep on the Core Group; that this cross-constituency, cross-functional Core Group is only tasked with guiding development of the ISLOs, and that the role of assessing ISLOs could still be led by TLC; comments that there will be opportunities for college-wide input on the ISLOs, which won’t be decided by only the Core Group members; that the Academic Senate should provide more clarity on whatever their issue is (e.g. process, purview, etc), and that a closer review of the ISLO Core Group proposal may clear up their confusion; and the potentially problematic nature of TLC having a dual reporting relationship to SGC and the Academic Senate (e.g. if SGC and Academic Senate disagree on TLC’s charges, if TLC expands its membership beyond faculty, etc...). SGC voted to table taking action on the amended ISLO Core Group proposal until the next meeting. <i>MSC: Erwin/Sessions. Yeas – Delgado, Erwin, Molina, McCoy, Montoya, Noel, Nogarr, Sessions, Sukhu; Nays – Moultrie; Abstentions – N/A.</i></p>	<p><a href="#">Amended ISLO Core Group Proposal</a></p>	<p>Tabled</p>
4b.	<p><b>Employee Engagement Survey Review</b></p> <p>This item was first presented at the last meeting, and returns today as an opportunity for SGC to have further discussion. The SGC members did not have any feedback to provide regarding the draft survey questions.</p>	<p><a href="#">Draft Timeline</a></p> <p><a href="#">Draft Questions</a></p>	

5.	<b>New Business</b>		
5a.	<b>Guided Pathways – Scale of Adoption Assessment (SOAA)</b> Dr. Sally Montemayor Lenz gave an overview of the draft Guided Pathways SOAA, which has been broadly reviewed with much feedback provided. The SOAA has already been shared with the three Senates, and will go back to them for their March 8 <sup>th</sup> & 22 <sup>nd</sup> meetings before being submitted later that month. Dr. Montemayor Lenz screen-shared the draft SOAA, reminded the group about the four Guided Pathways pillars, and explained that there are 6 practices (A-F) within each pillar. President Kratochvil thanked Dr. Montemayor Lenz for her efforts, which builds upon the work led by Julie Von Bergen and Rudolf Rose. He noted that the Governing Board will have Guided Pathways as its study session topic in July.	<a href="#">SOAA draft</a>	
5b.	<b>Strategic Enrollment Management (SEM) Committee Charges</b> VP Montoya displayed and reviewed the proposed SEM Committee charges, which had been shared with SGC in advance: <ol style="list-style-type: none"> <li>1. Develop Biennial SEM Implementation Plan within cross-functional teams that identifies SEM Goals and Objectives, implementation activities for upcoming 2-3 academic years, and identifies the appropriate responsible parties and the outcome(s) for each activity.</li> <li>2. Develop SEM Biennial Implementation Progress Reports will be prepared by the SEM Committee and submitted to the President and SGC and be published and posted on the website.</li> <li>3. Annually review Suggested Progress Measures related to each goal.</li> </ol>	<a href="#">SEM charges</a>	
5c.	<b>Sustainability Committee Charges</b> Russ Holt reviewed the proposed Sustainability Committee charges and goals, which will be sent to the SGC members: <ul style="list-style-type: none"> <li>• Charges             <ul style="list-style-type: none"> <li>○ Research effective practices of sustainability which are replicable at LMC</li> <li>○ Develop, implement and assess sustainability activities on campus</li> <li>○ Effectively inform students and staff about campus sustainability activities in which they can participate</li> </ul> </li> <li>• Goals for 2020-2021             <ul style="list-style-type: none"> <li>○ Increase information to the college population about recycling and Sustainability.</li> <li>○ Increasing bottle filling stations on campus.</li> <li>○ Work to get faculty to encourage students in sustainability as a part of curriculum.</li> <li>○ Install signage in pick up and drop off areas to encourage motorist to limit idle time and reduce emissions.</li> </ul> </li> </ul> Mr. Holt will also provide SGC (via email) with information about the on-campus bottle-filling stations.	<a href="#">Sustainability charges</a>	
5d.	<b>Cooperative Work Experience Education (CWEE) – District Plan Update</b> To expand information-sharing with the College and constituency groups, Rachel Anicetti, Director of Transfer & Career Services, provided an update on the CWEE District Plan that will be submitted. She delivered a presentation that addressed: a description of work-based learning; the three types of CWEE at LMC; CWEE District Plan requirements; and changes in the new version.	<a href="#">CWEE Plan update</a>	
6.	<b>Budget Update</b> ( <i>standing item</i> ) Vice President Montoya noted that the College will be jumping into the tentative budget process, upon receiving information from the District this Friday. He hopes to have a first draft done soon, and is currently aiming for bringing that to SGC at the March 24 <sup>th</sup> meeting.		
7.	<b>Accreditation</b> ( <i>standing item</i> ) Senior Dean Hsieh reported that she is working on the two ACCJC Annual Reports, which are due in March. President Kratochvil reminded the group that the District is working on a uniform response for all three colleges to submit in the required Follow-Up Reports.	<a href="#">LMC Accreditation 2020</a>	
8.	<b>Curriculum</b> ( <i>standing item</i> ) <b>New Program Proposal – Public Health Associate Degree for Transfer</b> This item was deferred to the next meeting, as it needed to be reviewed at the Academic Senate prior to SGC taking action.	<a href="#">Public Health Program Proposal – Phase I</a>	Deferred

9.	<p><b>COVID-19 Public Health Emergency</b> (<i>standing item</i>)</p> <p>Vice President Montoya reported that there aren't any updates on testing sites, as the County moved its site from LMC to Antioch. For vaccination sites, the Fire Protection District is using the Brentwood Center parking lot. The College was aiming to have the Student Union ready for the County to use as a vaccination site beginning March 1, but he has learned that they aren't receiving sufficient vaccine supply. VP Montoya also shared some information about the recently updated vaccine eligibility, and referenced questions that have come up regarding the type of documentation required; he recommended that people check the website/confirmation for their scheduled appointment. President Kratochvil added that return-to-worksites planning was discussed at the recent Consultation Council meeting, and that Summer is slated to be primarily online. The Academic Senate has asked that, to the extent possible – and with all necessary safety protocols in place, the District/Colleges work to create a many opportunities for faculty to be back on campus. President Kratochvil noted that VP Montoya, Russ Holt, and the Custodial team have already done a great deal to install/implement safety measures on campus. Dr. Noel added that part of the conversation (with Academic Senate) deals with determining risk levels and comfort levels around returning to campus.</p>	<p><a href="#">4CD COVID-19 Info</a> <a href="#">LMC Online Resources</a></p>	
10	<p><b>Updates &amp; Announcements/Constituency Reports:</b></p> <ul style="list-style-type: none"> <li>• President Kratochvil briefly shared info on the District-wide enrollment/retention/marketing initiative.</li> <li>• Academic Senate: James Noel shared that, at its last meeting, the Academic Senate reviewed the SOAA, approved faculty reps for SEM Committee, reviewed guidance on DE and synchronous classes, had presentations on the TAG Core Group and CWEE update plan, discussed ISLO Core Group membership, began reviewing the Employee Engagement Survey draft, discussed the 4CD Black Faculty &amp; Staff Association recommendations for improvement, and had a District presentation on updates needed for the sexual harass policy.</li> <li>• Classified Senate: Marques McCoy reported that the Classified Senate: had a presentation from the Transfer team; discussed and provided feedback on the Enrollment Strategies RFP and RFQ; is planning to hold several workshops, in concert with the Employee Engagement Survey; and is planning to revisit its goals.</li> <li>• Student Senate: Nicholas Sessions shared that LMCAS is working on their racial justice goals, is receiving regular updates on Guided Pathways (which is now a standing agenda item for them), is still working on building its membership, and will be holding a parliamentary training session. He noted that the training can be made available to others at the College.</li> <li>• Management Team: no report.</li> <li>• Curriculum: Morgan Lynn reported that the Committee was able to finish the approval cycle. They are now engaged in the revision process for their position paper, as they want to align it with LMC's EMP, Guided Pathways, Call to Action, Vision for Success, etc.</li> <li>• Other: N/A</li> </ul>		
11	<p><b>Community College Items of Interest: Legislation, Research &amp; Best Practices – N/A</b></p>		
12	<p><b>Campus Communication: Actions &amp; Notable Items to Report from SGC</b></p> <p>It was noted that the SGC members should relay to their respective constituency groups that: the Guided Pathways SOAA was presented; the Sustainability Committee and SEM Committee items were presented (and will be action items at next meeting); the CWEE Plan update was presented; action on the Public Health ADT program proposal was deferred to the next meeting; the Employee Engagement Survey draft questions were discussed; and the amended ISLO Core Group proposal was tabled until the next meeting.</p>		
13	<p><b>Adjournment</b> – The SGC members agreed by consensus to adjourn the meeting at 3:56 p.m.</p>		