

**LOS MEDANOS  
COLLEGE**

**Shared Governance Council**

**MINUTES**

January 24, 2018

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

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Louie Giambattista, Natalie Hannum, Bob Kratochvil, Alex Porter, Carla Rosas

OTHER ATTENDEES: Kevin Horan, Chialin Hsieh, Julie Von Bergen (presenters); Joshua Bearden, Milton Clarke, Paul West (guests); Jennifer Adams (support).

Item #	Topic/Activity	Handouts/ References	Action(s)
<b>STANDING ITEMS:</b>			
<b>1.</b>	<b>Public Comment – N/A</b>		
<b>2.</b>	<b>Welcome</b> President Kratochvil welcomed the SGC members and guest to the meeting.		
<b>3.</b>	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for January 24<sup>th</sup> President Kratochvil reviewed the agenda, which was approved by SGC. <i>MSC: Giambattista/Porter.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Porter Rosas; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> <li>• Minutes (draft) from December 13, 2017 The SGC members reviewed the draft minutes from the meeting held on December 13, 2017. It was noted that, as part of the Classified Senate update for agenda item #7, the theme of the 2018 JobLinks should be listed as “Classified Professionals – Let the Good Times Roll.” The minutes were approved, as amended. <i>MSC: Rosas/Giambattista.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Porter Rosas; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> </ul>		Agenda approved  Minutes approved
<b>4.</b>	<b>Old Business</b>		
4b.	<b>Budget &amp; Resource Allocation</b> <ul style="list-style-type: none"> <li>○ <b>Resource Allocation Process (RAP)</b> <ul style="list-style-type: none"> <li>○ As a follow-up to his presentation at the last meeting, Vice President Porter distributed and outlined a handout (“Resource Allocation Process – Proposed Revisions [January 2018]”) that captures process improvement recommendations for RAP; page 2 of the document includes a draft “Budget Augmentation Request Form,” which would replace the existing 5-page RAP request form. After a line-by-line review of the handout, VP Porter asked the Council members to contact him with any further questions, as his hope is to have SGC endorse this approach at its next meeting.</li> <li>○ The SGC members discussed the Professional Development section of the draft budget request form and whether it needed to be included. It was noted that the PRST form, which was the model for the proposed RAP form, was designed to align with the Program Review tab for Professional Development; however, the existing RAP form did not include a separate Professional Development section (as conference requests are handled by PDAC).</li> </ul> </li> </ul>	<a href="#">Process Improvement Recommendations</a>	
4b.	<b>Shared Governance</b> <ul style="list-style-type: none"> <li>○ <b>Shared Governance Structure and Definitions</b> <ul style="list-style-type: none"> <li>○ In the interest of time, this item will be placed on the next meeting agenda for further review and discussion.</li> </ul> </li> </ul>		Deferred to next meeting
<b>5.</b>	<b>New Business</b>		
5a.	<b>Compressed Calendar</b> <ul style="list-style-type: none"> <li>○ Vice President Horan provided an overview of the documents he sent out via campus-wide email last week: 1) Compressed Calendar class schedule (grids/start-times); and 2) draft Compressed Calendar governance committee meeting schedule. Based on the class schedule, he has identified the 2:30 – 3:55 p.m. block as the slot that would be used for committee meetings. Because this time slot is only 1 hour 25 minutes (rather than 2 hours) committees could consider meeting more frequently, if needed; moving committee meetings to Fridays would also be an option. VP Horan will visit the Academic and Classified Senates to seek feedback on aligning the new committee schedule with the Compressed Calendar schedule grids.</li> </ul>	<a href="#">Compressed Calendar Class Schedule (grids/times)</a>  <a href="#">DRAFT Compressed Calendar Governance Committee Schedule</a>	

5b.	<p><b>Guided Pathways – Steering Committee Proposal</b></p> <ul style="list-style-type: none"> <li>○ Julie Von Bergen, co-chair of the Guided Pathways (GP) Task Force, distributed a handout (“Forming a Guided Pathways Steering Committee”). The Task Force, established by the Academic Senate, included faculty from represented areas, and meeting attendees also included classified professionals, managers, and students. Having finished their initial charge to complete the Self-Assessment, the Task Force members feel that – because Guided Pathways is an institutional effort – it makes more sense to have a Steering Committee with a joint reporting relationship to SGC and the Academic Senate.</li> <li>○ The handout provided by Professor Von Bergen included: a suggested charge for the GP Steering Committee; suggested membership; 6 recommended sub-committees (Entry, Communication, Mapping Existing Curriculum, Academic Clusters, Student Support, and Advising &amp; Case Management); Spring 2018 priorities; and a diagram depicting the 6 workgroups represented by the sub-committees (diagram from CCCCCO’s recommended Steering Committee model, also used by DVC). Professor Von Bergen noted that, at this point, charges have not been proposed for the sub-committees, which align with the four GP pillars (Clarify the Path, Enter the Path, Stay on the Path, and Ensure Learning); however, the hope is that each sub-committee would have cross-unit membership.</li> <li>○ SGC discussed and asked questions about the proposal, including: cost component associated with this work (A – yes, funded out of \$950K GP allocation [e.g. reassigned time, “backfill” position to accommodate more degree auditing, etc.]); reviewing/understanding models already implemented at other colleges; prospective benefit of aligning/scaffolding GP with Strong Workforce when third round of funding for the latter rolls out in June; and identifying a “sunset date” for the Steering Committee when it completes implementation.</li> <li>○ Before taking action to endorse/establish the Steering Committee, SGC would like to have more info including: proposed charges for the 6 sub-committees; consideration of having the same number of reps from each constituency group (if following the model of SGC and other governance committees); clarification of the nomenclature (e.g. Steering Committee? Advisory Committee? Task Force?); and whether the recommendation is to have the GP body be subject to the Brown Act (which would be required, if it is a standing sub-committee of SGC). The updated proposal will be placed on the agenda as an action item for SGC’s next meeting.</li> </ul>	<a href="#">GP Steering Committee Proposal</a>	
5c.	<p><b>Planning &amp; Institutional Effectiveness</b></p> <ul style="list-style-type: none"> <li>○ <b>IEPI Partnership Resource Team (PRT)</b> <ul style="list-style-type: none"> <li>○ President Kratochvil and Chialin Hsieh, Senior Dean of Planning &amp; Institutional Effectiveness, reported that LMC has been accepted to receive technical assistance via the statewide Institutional Effectiveness Partnership Initiative (IEPI) through a Partnership Resource Team (PRT). The PRTs consist of “volunteer experts” from other institutions and provide colleges and districts with support on self-identified issues. CCC and the District Office will also be receiving assistance from a PRT; DVC is deferring to a later date. LMC has identified two “Areas of Focus”:           <ol style="list-style-type: none"> <li>1) Expand the Distance Education Offering and Programs: The College needs assistance in developing meaningful distance education programs – including programs that are 100% online – with attention to course design and content that assures equitable access, flexibility, and the latest instructional pedagogies and techniques. In addition, LMC seeks to embed necessary support systems of academic support, administrative support, and technical support.</li> <li>2) Strengthening Integrated Planning, Resource Allocation, and Institutional Effectiveness: The College would like to better align its planning efforts, including integrated planning with resource allocation and effectiveness. LMC seeks to increase its use of data and evidence in meaningful ways and to coordinate with the changing District model of information-delivery going forward.</li> </ol> </li> <li>○ The PRT project involves several visit dates, which are currently being identified/coordinated with IEPI. Each date is an all-day visit that includes meetings with various/relevant committees, groups, and departments (not unlike an Accreditation site visit).</li> </ul> </li> <li>○ <b>Educational Master Plan: Closing the Loop</b> <ul style="list-style-type: none"> <li>○ As shared on Opening Day, the College will be conducting an evaluation of the 2006-16 Educational Master Plan (EMP). President Kratochvil displayed the EMP evaluation page on the LMC website and provided an overview of the approach developed by the Planning Committee. The process – “2006-16 EMP: Closing the Loop” – will include an interactive College Assembly on February 5, as well as presentations at SGC and the Senates. Additional opportunities to participate and provide feedback on EMP progress will be outlined in a campus-wide email. Committee chairs will also be contacted about ways to engage their respective members in the feedback/evaluation process.</li> </ul> </li> </ul>	<a href="#">2006-16 EMP: Closing the Loop</a>	
6.	Curriculum – N/A		

7.	<b>Updates &amp; Announcements/Constituency Reports:</b> <ul style="list-style-type: none"> <li>• President Kratochvil reminded everyone about</li> <li>• Academic Senate: no report. Louie Giambattista indicated that the Academic Senate would hold its first Spring meeting on Monday.</li> <li>• Classified Senate: Nicole Almassey shared that the Classified Senate’s first meeting of the semester is scheduled for Monday. They had a successful Annual Holiday Luncheon, and will hold E-Board elections this Spring.</li> <li>• Management Team: no report.</li> <li>• Student Senate: no representative present.</li> <li>• Curriculum Committee: no report.</li> </ul>		
8.	<b>Community College Items of Interest: Legislation, Research &amp; Best Practices</b>		
9.	<b>Campus Communication: Actions &amp; Notable Items to Report from SGC – N/A</b>		
10	<b>Adjournment</b> The SGC meeting adjourned at 3:59 p.m. ( <i>MSC: Baskin/Giambattista; unanimous</i> )		