

**LOS MEDANOS  
COLLEGE**

**Shared Governance Council**

**MINUTES**

May 9, 2018

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

MEMBERS PRESENT: Nicole Almassey, Deborah Baskin, Louie Giambattista, Natalie Hannum, Susie Hansen, Bob Kratochvil, Morgan Lynn, Marco McMullen, Alex Porter, Carla Rosas

OTHER ATTENDEES: Joshua Bearden, Marayah Guinto, Scott Hubbard, Chialin Hsieh (presenters); Paul West (guest); Jennifer Adams (support).

Item #	Topic/Activity	Action(s)
<b>STANDING ITEMS:</b>		
1.	<b>Public Comment</b> Paul West outlined a New World of Work training scheduled for May 29 <sup>th</sup> ; students will earn a digital badge for attending sessions #1 and #2.	
2.	<b>Welcome</b> President Kratochvil welcomed all of the attendees and introduced Morgan Lynn, a new member (Academic Senate rep) to SGC.	
3.	<b>Review</b> <ul style="list-style-type: none"> <li>• Agenda for May 9<sup>th</sup> President Kratochvil reviewed the agenda, which was unanimously approved by SGC. <i>MSC: Rosas/Almassey.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Lynn, McMullen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i></li> </ul> </li> <li>• Minutes (draft) from April 25<sup>th</sup> The SGC members reviewed and approved the minutes from the meeting held on April 25, 2018. <i>MSC: Rosas/Giambattista.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, McMullen, Porter, Rosas; Nays – N/A; Abstentions – Lynn.</i></li> </ul> </li> </ul>	<p style="text-align: center;">Agenda approved</p> <p style="text-align: center;">Minutes approved</p>
4.	<b>Old Business</b>	
4a.	<b>Planning Committee Charges – 2017-18 Accomplishments</b> Chialin Hsieh displayed and reviewed the Planning Committee’s 2017-18 accomplishments, including work on: Program Review and planning for an enterprise tool; consolidating the Educational Master Plan (EMP) and Strategic Plan; closing the loop on the 2006-16 Educational Master Plan; and preparations for aligning the new District Strategic Plan (beginning Fall 2018) with LMC’s next EMP/Strategic Plan (Spring 2020). Dr. Hsieh shared that the Committee has a 92% attendance rate among its members, who often work on “assignments” between meetings and bring info back to the group for vetting and further discussion. She noted that, because student participation is often sporadic, they will re-work the Committee charges this summer to make the focus/goals more student-friendly.  Dr. Hsieh also reported that a team from LMC, along with representatives from our District Office and sister-colleges, attended ACCJC’s Institutional Self-Evaluation Report (ISER) training yesterday. It was noted that, for this cycle, the approach emphasizes identifying evidence before writing the narrative sections (which should then align with the relevant evidence).	
4b.	<b>2006-16 Educational Master Plan: Closing the Loop – Evaluation Report</b> Dr. Hsieh presented the 2006-16 EMP Evaluation Report, which SGC received in advance. She outlined and highlighted: the context of the report; an overview of the process; the Planning Committee’s role; sections for each of the six EMP goals; and the executive summary.	
4c.	<b>Fall 2018 Monday Meeting Calendar -- Draft</b> SGC approved the draft Fall 2018 “Monday Meeting Calendar,” which had been shared at the last meeting. <i>MSC: Giambattista/Hansen.</i> <ul style="list-style-type: none"> <li>○ <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Lynn, McMullen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i></li> </ul>	<p style="text-align: center;">Calendar approved</p>
5.	<b>New Business</b>	
5a.	<b>Open Educational Resources (OER) &amp; Progress on Zero Textbook Cost (ZTC) Degree Grant</b> Edward Haven presented a PPT to outline progress on LMC’s Zero Textbook Cost (ZTC) Degree Grant, which was awarded in November 2017 and had work begin in January 2018. He noted that the most expensive LMC textbook costs \$822 (Nursing course), with most in the “high” range (approx. \$300-400). Marco McMullen and Marayah Guinto, LMCAS reps, offered a student perspective and shared an LMCAS resolution passed in support of Open Educational Resources (OER). Edward Haven and Scott Hubbard summarized a similar Academic Senate resolution and highlighted results from a student survey about OER.	<p style="text-align: center;">Motion approved</p>

	<p>Assistant Professor Haven emphasized that no one – not even the textbook publishers – owns calculus, history, or other subject matter. He added that our instructors, experts in their respective fields, all know their course content – and asked SGC to imagine if LMC could capture that expertise in a document made available to our students for free (rather than having to purchase expensive textbooks). He explained that, as part of a pilot this semester, he used OER for his course: the online version was free; the printed version was available in the Bookstore for only \$6; and all students essentially had access to textbook materials on the first day of class. Lastly, he noted that this is not an either/or (all or nothing) approach – ideally, LMC would have both OER and printed/traditional books (which still need to be available for DSPS students). The Council members agreed to invite back the ZTC/OER reps in the Fall for an update.</p> <p>SGC approved support for continued work on the ZTC grant and pursuing OER. <i>MSC: Hansen/Almassey.</i></p> <ul style="list-style-type: none"> <li>o <i>Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Lynn, McMullen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i></li> </ul>	
5b.	<p><b>Comprehensive Program Review (CPR) – Evaluation Report &amp; Goal Report</b></p> <p>Due to time constraints, this item will be moved to the first SGC meeting in Fall (September 12).</p>	
5c.	<p><b>Program Review Budget Requests</b></p> <p>Vice President Porter and President Kratochvil presented an overview of the 85 resource requests generated through Instructional, Student Services, and Administrative Program Review. These requests, totaling approximately \$3.3M, included requests for faculty positions (which go through the separate Box 2A process). The State’s “May Revise” budget is expected out within the next week. Since this is the last SGC meeting of the year, the plan is to wait until Fall to make any major allocations once there is a better sense of the State’s proposed funding model. VP Porter reported that CCCCCO released updated info yesterday, indicating that the formula is now 60-20-20 (rather than 50-25-25); the proposal now includes a two-year hold harmless, rather than one year.</p> <p>President Kratochvil explained that he has reviewed all of the requests, and is considering making a limited number of preliminary allocations – totaling approximately \$100K – related to accreditation, licensure, compliance, and safety. One such example, related to accreditation, is the classified position in the Office of Planning &amp; Institutional Effectiveness. The position is currently .50 FTE and funded on an hourly basis, and would be increased to 1.0 FTE. There is also a .50 FTE position that supports the Nursing Department; that position is permanent, but was recommended for increase as part of Nursing’s last programmatic accreditation visit.</p> <p>SGC endorsed allocation of the identified resource requests (totaling approx. \$100,000). <i>MSC: Hannum/Hansen.</i></p> <p><i>Yeas – Baskin, Giambattista, Hannum, Hansen, Lynn, McMullen, Porter, Rosas; Nays – N/A; Abstentions – Almassey.</i></p>	Motion approved
5d.	<p><b>Committee Meeting Schedule for 2018-19</b></p> <p>Continuing the dialogue from prior meetings, SGC discussed its committee schedule for next year under the new compressed calendar. SGC achieved consensus to maintain the same meeting schedule in 2018-19: 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, 2:00 p.m. to 4:00 p.m. in CO-420.</p>	
<b>6. Curriculum</b> [no items]		
<b>7. Updates &amp; Announcements/Constituency Reports:</b>		
	<ul style="list-style-type: none"> <li>• President Kratochvil shared two recent employee recognitions: BethAnn Robertson selected as the 4CD “Classified Employee of the Year,” and one of four classified professionals receiving that honor from the CCCCCO Board of Governors; and Cecil Nasworthy honored as a CCCOE “Teacher of the Year.” He added that LMC’s annual Employee Appreciation Luncheon will be held on May 16.</li> <li>• Academic Senate: no report.</li> <li>• Classified Senate: Nicole Almassey reported the results of the Senate’s recent elections: Treasurer – Letta Greene; Secretary – BethAnn Robertson; and Council Members – Ninnette Alfaro and Justin Nogarr. Nicole will serve as Interim President, and Debbie will continue as Vice President. She reminded the group that the annual Employee Picnic is planned for June 7.</li> <li>• Management Team: no report.</li> <li>• Student Senate: Marco McMullen shared that he had visited the Academic Senate again to talk about the proposal for a meditation/interfaith room. He also noted that there is one LMC student, Jocelyn Villalobos, running for the Student Trustee position. Lastly, he reported that LMCAS has almost doubled their budget this year, and that they are funding an upcoming “de-stress event.”</li> <li>• Curriculum Committee: no report.</li> <li>• Other: N/A.</li> </ul>	
<b>8. Community College Items of Interest: Legislation, Research &amp; Best Practices</b> [no items]		
<b>9. Campus Communication: Actions &amp; Notable Items to Report from SGC</b> – N/A		
<b>10. Adjournment</b>		
	SGC adjourned. 3:50 p.m. <i>MSC: McMullen/Baskin. Yeas – Almassey, Baskin, Giambattista, Hannum, Hansen, Lynn, McMullen, Porter, Rosas; Nays – N/A; Abstentions – N/A.</i>	