

Minutes
Miramar College Governance Committee
November 29, 2012
M Building, M-107R, Paralegal Conference Room
2:30 PM – 3:30PM

Called to order: 2:41 pm

In attendance: Sara Agonafer, Joyce Allen, Lou Ascione, Buran Haidar (Chair), Terrie Hubbard, Wheeler North, Abbas Hersi, Michael Shepard, Daphne Figueroa

Absent: Bob Fritsch, David Navarro, Elizabeth Del Rio

Approval of Agenda and Minutes

The agenda was approved after changing the meeting duration to 1 hour instead of 1.5 hours.

The minutes of the October 30, 2012 meeting were approved with one edit to include some detail concerns of classified staff regarding the Research Subcommittee membership.

New Business: None

Old Business:

A. Finalizing changes to Research Sub-Committee

Haidar shared with the committee that the College President agreed to adjust the administrators' representation without changing the membership appointment to accommodate the needs of the college. The committee reviewed a draft prepared by Figueroa of modifications proposed to the subcommittee membership and its description, in keeping with the College President's accommodation. The committee approved the final changes to Research Subcommittee membership the following as the final description of the RSC membership:

() Three administrators to include the Vice-Presidents of Instruction, Student Services, and Administration*

*(**) Until such time as a Miramar Campus-Based Researcher is a permanent member of the Classified Staff, the administrators membership was adjusted to allow the District Classified Campus-Based Research and Planning Analyst to serve on the subcommittee by taking one of the management slots.; three faculty to include the Transfer Center Director (or designee), one from a career/technical discipline, and one other; three classified members to include the Public Information Officer or designee the Job Placement Officer or designee, and one other. Student membership will be an Associated Student designee. The Campus-Based-Research and Planning Analyst will also sit on the District Research committee.*

The Research Subcommittee will be informed of the committee's approval. Figueroa will send the recent CGC recommendations for Handbook committee and subcommittee changes to the constituent groups for approval in spring 2013. Figueroa will continue handle the College Governance Handbook and its update.

B. CGC Committee goals for 2012/13. Haidar emphasized the importance of finalizing few committee goals before the end of the semester for actions to be taken in spring 2013 including the Convocation scheduled activities, which will require an additional meeting on Dec 13 before the end of the semester. The drivers for the committee goals were summarized as: CGC responsibilities (handbook), ACCJC Self-study report planning agendas (Midterm report), CGC 2012 SWOT analysis, Employee Perception Surveys, and identified challenges and opportunities.

The committee reviewed and discussed:

- The 2010 Self-study planning agendas V.A.1, IV.A.2.a, IV.A.5, and IV.A.2.b

Discussion led to two committee recommendations:

1. **The formation of a campus-wide Program Review task force or work group to include the new SLO Facilitator with the new responsibilities to periodically meet in order to merge and better interface the program review processes of all areas and Divisions on our campus.**
2. **Institutionalizing and documenting review processes for services and areas that are not currently part of the existing program review processes, such as the Office of Instruction Services and School administrative services, and the office of the PIO.**

- The CGC 2012 SWOT analysis indicating the need to focus on improving communication and education of all constituents starting with emphasis to the shared governance committee Chairs and co-chairs about their responsibilities of following the procedures and in this area.

- The recently published 2012 Employee Perception Survey briefings, at the OIRP website. The committee briefly reviewed the results of questions pertaining to "Decision-Making Roles and Processes" and the "College and District Administration".

The committee will finalize few goals and matching activities for spring 2013. North emphasized the committee's role in evaluating how to improve assessment of our institutional effectiveness.

College Governance Committee:

Sara Agonafer, Joyce Allen, Lou Ascione, Bob Fritsch, Buran Haidar (Chair), Terrie Hubbard, Wheeler North, Elizabeth Del Rio, Abbas Hersi

C. Shared governance challenges and opportunities

The committee identified communication as a key challenge at all levels regarding:

- awareness of all roles and responsibilities and existing processes
- challenges of following established processes

The role of the committee in identifying gaps of lacking processes and in raising awareness to all constituencies was emphasized. Haidar asked committee members, as knowledgeable campus constituents, to Email any further input before next meeting.

Shared Governance- Spring 2013 convocation Program

The committee discussed the importance of the 2013 convocation program in addressing the challenges of communication and awareness issues. The intrinsic limitation of the convocation as the only venue was raised given the absence of the classified staff and the separate classified staff convocation scheduled for the second week of January. Figueroa shared that the professional development discussions at the State level and the practice of other colleges about inclusion of all constituents: faculty, staff, students, administration, and board members.

The committee made the recommendation for **the college to consider having one day for a staff development activity about participatory governance open for all the constituencies to attend, and for the Presidents Convocation to be that day.**

The committee agreed that interactive scenario-based activities to engage the audience would work best. Figueroa will be bringing a draft for discussion to the next meeting.

Next Meeting: Dec. 13, 2012 from 2:30-3:30 pm.