Members: Christian Anderson, Cindy De Lain, Omar Gutierrez, Jennifer Vega La Serna, Kevin McCusker, Thea Trimble, Marvin Turk

Agenda

November 13, 2013
3:00 – 4:00 pm
PCR

1. Review of Minutes
2. Committee Updates
   Initial Initiatives/Action Plans Accreditation Task Force
3. Issues:
   Process for Changes to APs/BPs
   Outcomes and Assessment Committee:
   Reporting and Membership Coordination between Senates
Members: Christian Anderson, Cindy De Lain, Omar Gutierrez, Jennifer Vega La Serna, Kevin McCusker, Thea Trimble, Marvin Turk

Agenda

October 26, 2013
2:00 – 3:00 pm
PCR

1. Review of Minutes
2. Committee Reports and Feedback
3. Manuals
   Process for Updates and Changes Task Force Membership
   Outcomes and Assessment Committee Membership Implementation
   Issues
Accreditation Implementation Task Force
Jennifer Vega La Serna, Ph.D., Dr. Thea Trimble; Co-Chairs

Meeting Summary – Wednesday, October 16, 2013
President’s Conference Room
2:00 – 3:00 pm

Members Present: Christian Anderson, Cindy De Lain, Omar Gutierrez, Jennifer Vega La Serna, Kevin McCusker, Thea Trimble, Marvin Turk

Minutes -- change recommended to members present as Marvin was not present
Committees
Technology -- Cindy
Instructional Council -- complete
Deans’ Council -- complete
District govn senate -- complete
IPRC -- complete
IPEC -- complete
Budget -- complete

Action plans -- needs to be on all committee agendas
Jennifer will send to all members -- plan of action and timeline
How can we get feedback on action plans?
Committees named action plans -- coming up with timeline and charges to submit to the task force -- how/when as evidence for the implementation task force
Will plug into next years’ report
Implementation task force will develop the template -- our charge is to make sure the action plans are completed
Action plans should be initiatives in the mid-year report for each group
Each action plan is its own initiative -- helps with consistency in report

Membership -- representative from the outcomes and assessment committee
Jennifer will contact Joni to get a representative who sat on accreditation response task force

Manuals -- bound manuals will be provided to the implementation task force and all committee co-chairs.
Issues
If we want to make changes to the manuals - who keeps track of the changes and make sure that those changes are made? Take it to the appropriate senate and make sure they track the changes. Agendize the item at the senate. Can be part of the standing report.
Issues with the manual that were not clear -- when can we update that? Example is the timeline in the resource allocation manual. What is substantive or just a minor implementation change? Bring the issue to the district governance senate and ask for a vote at the senate. Also, need to make sure that it does not impact other timelines in the manuals -- senates should look for timelines when approving changes.

Academic senate reports members to committees -- how does the committee find out who their representatives are? Senate will email the co-chairs of representation. (Thea)

Essential Learning Initiative -- still refers to itself as a committee? Recommend it is referred to as ELI work group or just Essential Learning Initiative. (Thea)
Same with Banner Steering committee -- should be Banner work group. (Jennifer)

Deans' Council -- membership includes deans in the manual -- make recommendation to Stan and deans' council that the manual needs to be updated to include senior management and deans' and that this change go forward to district governance senate. Remove the director of the learning resource center as it leads to over-representation of an area. The area is represented by the appropriate dean. (Jennifer)

FEC committee -- COSAFA contract 4.6.3 has a representative on the FEC committee, but was not listed in the governance manual. This needs to come forward to academic senate to update membership based on the COSAFA contract. (Thea)

Non-voting yet contributing membership-- example IPRC, research technician has been a regular member, but the research director is now serving on the committee. This is a public meeting, so anyone can attend as an observer. In this case, the research technician is an observer and does not get a vote. Voting proxy needs to be addressed in IPRC bylaws.
Outcomes and Assessment -- Robert as co-chair, but bring forward to outcomes/assessment with dean of technology and director of research as a public participant to serve as a resources.
General education -- Brent Davis as co-chair, but public participant is Robert

Issue participation -- example Instructional Council -- if the division chair does not attend-- it is part of their reassigned time and stipend. Administration needs to review their job description-- refer to dean and eventually vice-president.
Accreditation Implementation Task Force
Jennifer Vega La Serna, Ph.D., Dr. Thea Trimble; Co-Chairs

Members: Christian Anderson, Cindy De Lain, Omar Gutierrez, Jennifer Vega La Serna, Kevin McCusker, Thea Trimble, Marvin Turk

Agenda

September 18, 2013
2:00 – 3:00 pm
PCR

1. Task Force Charge
   a. Divide up committees
   b. Checking minutes, agendas, by-laws
   c. Serve as resource to each committee
   d. Develop talking points

2. Where to house task force information

3. Who do we report to? Stan? District Governance Senate?

4. Report on progress
Accreditation Implementation Task Force
Jennifer Vega La Serna, Ph.D., Dr. Thea Trimble; Co- Chairs

Meeting Summary – Wednesday, September 18, 2013
President’s Conference Room
2:00 – 3:00 pm

Members Present: Christian Anderson, Cindy De Lain, Omar Gutierrez, Jennifer Vega La Serna, Kevin McCusker, Thea Trimble, Marvin Turk

Task force will meet with committees to serve as resources.

1. Issue -- how was the decision made for who votes at District Governance Senate.
2. Response -- based on the existing by-laws of the College Council. Voting member was determined by each individual committee’s selection process. Governance manual was reviewed and approved by College Council and District Governance Senate. Does not prescribe so the existing procedures stand. District Governance Senate should discuss and vote by approval of the by-laws.
3. Issue -- Librarians were left out of the description of voting members for committees as they are not a division.
4. Response -- Previous Senate rules allowed library to have a vote in academic senate and subcommittees. Existing procedures stand and there was no intention to exclude the library. Recommend updating the language in the next review of the manuals. Library currently has a vote in senate so logically follows that they will have a vote on subcommittees. Senate will vote and go to District Governance Senate as an information item to include in the next revision of the manuals.

District governance senate -- Kevin McCusker
Budget -- Omar
IPEC -- Omar
IPRC -- Thea
Technology Committee -- Cindy
Academic Senate -- Christian
Standing committees-- Thea will address all sub-committees at executive senate and senate
FEC--
Equivalency--
Equity --
Distance Education --
Outcomes and Assessment --
Curriculum Committee --
General Education Committee
Student Senate -- Jennifer

Instructional Council -- Cindy
Deans' Council -- Cindy/Jennifer
Facilities and safety council -- Omar
Senior management council -- Jennifer
Management council -- Kevin

Talking points:
Who we are and our charge is to serve as a resource to the governing bodies and operational bodies in implementing the Governance, Planning and Resource Allocation
Review the governance manual as it pertains to the committee
Show where it is on the website
Review their charge and membership
Timelines and Institutional calendar -- show them on the website
Show where they fit in resource allocation and planning
Senate/Committee/Council Evaluation

House information off the district governance senate site
We report to District Governance Senate

Meeting once per month