

Adopted

**Glendale Community College
GOVERNANCE REVIEW COMMITTEE
December 3, 2013
1:30-2:30pm, AD 249
MINUTES**

PRESENT: John Queen (Chair, Senate), Richard Cortes (Joint Faculty), Brenda Jones (Joint Faculty), Isabelle Saber (Guild), Frankie Strong (CSEA)

ABSENT: Anna Aleksanyan (AS), Bill Elbettar (CSEA), Anahit Grigoryan (AS), Paul Schlossman (Admin.)

CALL TO ORDER 1:30pm, Chaired by John Queen.

QUORUM [5 needed] 5 of 9 voting members present.

CALL FOR ADDITIONAL AGENDA ITEMS

APPROVAL OF MINUTES: MSC (Cortes/Jones) to approve the November 5, 2013 minutes.

REVIEW OF ACTION ITEMS from the minutes of November 5, 2013

1. Update on governance survey (Brenda, Paul, John)
Each committee member will follow up on their appropriate groups to obtain more responses.
2. Release time policy (John)
Mary Mirch may amend the Administrative Regulation to address the process for interim appointments.
3. Monitoring subcommittee meetings & quorum issues (Frankie & John)
On agenda.
4. Technology committees reorganization (Frankie)

OLD BUSINESS

	Item	Outcome
1.	<p><i>Program review as governance committee</i></p> <p><i>November 20, 2013</i></p> <p><i>To: Governance Review Committee</i> <i>From: Jill Lewis, Isabelle Saber, Ed Karpp</i> <i>Re: Proposal for the Program Review Committee to Become a Governance Committee</i></p>	<p>MSC to add the Program Review Committee as a governance committee; the subcommittee will report to Campus</p>

	<p><i>We are requesting that the Program Review Committee become a governance committee as a subcommittee of the Institutional Planning Coordination Committee (IPCC). At its August 12, 2013 meeting, IPCC passed a motion with this recommendation. The rationale for this change is that the work of the committee is similar to other governance committees and its recommendations and activities affect all areas of the college. Additionally, if the Program Review Committee were a governance committee, then its work and its recommendations would be more integrated into college processes. For example, the committee's minutes would be accessible through the governance web site, its motions would be reported in the Governance Update, and its actions would move through the governance system through the Campus Executive Committee. Another advantage of being a governance committee would be increased constituency representation, as the Program Review Committee currently does not have student representation. As a subcommittee of IPCC, the link between program review and planning would be strengthened.</i></p>	<p>Executive.</p> <p>The composition will include:</p> <p>5 Administrators – Program Review Manager, Associate Dean Research & Planning, 1 representative from Administrative Services, Instructional Services, Student Services; 5 faculty – Accreditation, Planning & Program Review Coordinator, 2 Guild reps, 2 Academic Senate reps; 2 CSEA reps; 2 ASGCC reps. 14 voting members total.</p> <p>Action item: J. Queen to take forward to Campus Executive.</p>
2.	<p><i>Subcommittees meeting quorum (John & Frankie)</i></p> <p>Frankie created a database to monitor committee meetings. John will email the governance chairpersons regarding quorum in the future.</p>	
3.	<p><i>Composition of Scholars' committee</i></p> <p><i>From Michael Harnett: The Scholars Advisory Committee, of which I am chair this year, unanimously passed a motion to add a student representative of the Scholars Program as a</i></p>	<p>MSC (Queen/Strong) that the Scholars Committee add student(s) from the Scholars group as</p>

	<p><i>voting member of that committee.... Scholars faces challenges now as we are working to become a viable and valuable member of the campus community while continuing as a rigorous academic program aiding transfer opportunities.</i></p> <p><i>I'm attaching the minutes from our last meeting here. Let me know what I can clarify. From the committee's standpoint, having a Scholars rep., in the same way that the committee already has 2 ASGCC reps., seemed a very appropriate idea. I had noticed in recent years on the committee that the discussions easily move away from student concerns, and the presence of the Scholars rep. would provide more of a voice from the program that the committee works to advise.</i></p> <p><i>Motion from the Scholars Committee: <u>Scholars Student Representative</u>: MSC A student from Scholars Program as a representative to voice concerns from the perspective of the Scholars students themselves.</i></p>	<p>“Resource” non-voting members.</p> <p>The Governance Review Committee (GRC) is reluctant to change the voting balance.</p> <p>The GRC requests that the Scholars Committee provided a rationale of how a voting Scholars student rep would be appointed.</p>
4.	<i>Process of revising committee mission statements. (Changes to Scholars & Governance Review statement: approval by Standing Committee?)</i>	It is the purview of each committee to ensure their mission statement is current.
5.	<i>Classified seat or Manager/Confidential seat on the Academic Calendar committee</i>	J. Queen and F. Strong to research.
6.	<i>Provision for emergency meetings during intersession (Follow up to the Governance Review committee’s recommendation to discourage intersession meetings of governance committees.)</i>	<i>Not discussed</i>
7.	<i>Governance questions on the annual faculty/staff survey by Ed Karpp. I added two questions about awareness of decisions made by the governance system and performance of governance committees.</i>	<i>Not discussed</i>
8.	<i>Name changes of governance committees (Frankie)</i>	<i>Not discussed</i>
9.	<i>Governance committee participation (Bill)</i>	<i>Not discussed</i>

10	<i>Revision of FAQs (Frankie) -- see below</i>	<i>Not discussed</i>
11	<i>Adding a counselor to SSSP – Matriculation Committee</i> <i>From the SSP minutes: It was MSC (Ritterbrown/Dominquez) to request governance review of a Joint Faculty-Counseling as a permanent voting member on SSSP Committee</i>	<i>Not discussed</i>

NEW BUSINESS

	<i>New Business:</i>	
1.	<i>Board Policy 2435 – Evaluation of Superintendent/President</i>	J. Queen will take to the Academic Senate on December 5, 2013.
2.	<i>Trimming governance committees. Consolidating</i>	

ADJOURNMENT – the meeting was adjourned at 2:30pm

NEXT MEETINGS: February 18, 2014 (start of the Spring semester) and March 4, 2014.

Minutes recorded by Frankie Strong, Governance Office