GLENDALE COMMUNITY COLLEGE GOVERNANCE UPDATE May 2010

The Governance Update report comprises the actions taken by various governance committees. It is required by the Governance Document. The *April* report includes motions and information items as shown in the minutes of committees that reported to the Governance Office between April 1, 2010 and May 4, 2010.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Any questions regarding items listed contact the chair of the appropriate committee.
- Committee chairs may be emailed directly from the Blue List. For the list of governance committees and to view committee minutes in their entirety visit: http://www.glendale.edu/governance
- Items struck were not approved by Campus Executive and therefore, returned to the reporting committee for clarification.

Motions pulled and returned for Executive approval:

None

EXECUTIVE (Campus Executive) - April 9, 2010

QUORUM: 7/7 voting members

2 voting members absent, 2 proxies

2 resources, 2 quests

APPROVAL OF MINUTES

It was moved (Dr. Barrio-Sotillo) and seconded (Dr. Mirch) to approve the Campus Executive Committee Minutes of March 9, 2010. The motion passed unanimously.

MOTIONS APPROVED

- 1. It was moved (Dr. Queen) and seconded (Dr. Barrio-Sotillo) to approve the Consent Calendar prepared for the April 9, 2010 Campus Executive Committee Meeting as amended. The motion passed unanimously.
- 2. It was moved (Dr. Queen) and seconded (Dr. Barrio-Sotillo) to add the language from Title V ('58108) on adding students to classes to the Faculty Handbook. The motion passed unanimously.
- 3. It was moved (Dr. Schlossman) and seconded (Dr. Mirch) to approve the enrollment limitation proposal from 19 units to 16 units for the 2010-2011 academic year with a review of this change at the end of the fall semester. The motion passed unanimously.
- 4. It was moved (Dr. Mirch) and seconded (Dr. Schlossman) to approve Administrative Regulation 5119: Procedures for Providing Academic Accommodations for Students with Disabilities as amended. The motion passed with the following vote: six ayes and one nay.
- 5. It was moved (Dr. Mirch) and seconded (Mr. Nakasone) to approve Administrative Regulation 1410: Use of College Facilities. The motion passed unanimously.
- 6. It was moved (Dr. Mirch) and seconded (Dr. Barrio-Sotillo) that the Campus Executive Committee accept the Foundational Skills Committee's recommendation for the 80% Basic Skills Released Time position through Spring 2011. The motion passed with the following vote: 6 ayes and 1 nay.

MOTIONS FAILED - none MOTIONS TABLED - none REPORTS - none

SUBCOMMITTEES OF EXECUTIVE

BUDGET - March 11, 2010

QUORUM 9/10 voting, 2 resources, 6 guests

APPROVAL OF MINUTES - MSC to approve the Minutes of the February 23, 2010 meeting as presented.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED

1. MST The allocation on this fund [Capitol Outlay] was tabled until the next meeting.

REPORTS

- 1. Ron will do a new draft of the [reserve budget] policy after he has met with representatives of the CSEA, Guild and Senate.
- 2. Ron distributed a spreadsheet with all the "Must Do" requests. For the next meeting, the committee will look at "Must Do" requests and evaluate which requests need funding.

BUDGET - April 8, 2010

Reported from unadopted minutes.

QUORUM 10/10 voting, 3 resources, 9 guests

APPROVAL OF MINUTES - MSC to approve the Minutes of the March 11, 2010 meeting as presented.

MOTIONS APPROVED

- 1. MSC to extend the Hiring Freeze until June 30th [for the 2010-11].
- 2. MSC to bring back more information (contract/language) on the CSEA contract to address Elmira Nazaryan's request [to hire two hourly positions].
- 3. MSC to approve the funding of the Garfield internet with the Montrose account and the remainder from the College; other Must-Do items will be dealt with later.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

- 1. At the next meeting, the committee will begin reviewing options and developing a plan to address the \$6.8 m deficit [2010-11 Budget].
- 2. Ron told the committee to review the list of [over \$10k] accounts and we will discuss at the next meeting.

COMMUNITY RELATIONS - did not meet

CAMPUS WIDE COMPUTER COORDINATING - March 18, 2010

Reported from unadopted minutes.

QUORUM 10/17 voting members; 5 resources; 0 quests

APPROVAL OF MINUTES

1. MSC to approve the February 18, 2010 minutes without changes.

MOTIONS APPROVED

- 1. It was MSC that the Technology Plan will be broken down into sections and reviewed at subsequent CCCC Meetings.
- 2. It was MSC the CCLC recommendation for BP 3720 be adopted.
- 3. MSC that the CCLC proposal for AP 3720 be brought back for a final reading at the next meeting.

MOTIONS FAILED – None MOTIONS TABLED – None REPORTS – None

EQUAL EMPLOYMENT OPPORTUNITY - April 1, 2010

Reported from unadopted minutes.

QUORUM 11/17 voting members

APPROVAL OF MINUTES - none

MOTIONS APPROVED

1. MSC to approve Karen Gabler of Nordman, Cormany Hair & Compton LLP to present diversity training.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – Vicki Nicholson to arrange diversity training at the combined manager's meeting in April or May 2010.

GOVERNANCE REVIEW - April 6, 2010

QUORUM 9/9 voting members, 1 resource

APPROVAL OF MINUTES - MSC approval of minutes from March 2, 2010.

MOTIONS APPROVED

1. MSC the GRC recommends the establishment of a Sustainability Committee as a subcommittee under Administrative Affairs.

MOTIONS FAILED - none MOTIONS TABLED - none

REPORTS

- 1. Sid Kolpas, Chair will bring changes to the Governance Document to Campus Exec. in May.
- 2. We will discuss the issue of Release Time in governance committees on our next meeting.

GOVERNANCE REVIEW - May 4, 2010

Reported from unadopted minutes.

QUORUM 7/9 voting members, 1 resource

APPROVAL OF MINUTES – MSC approval of minutes from April 6, 2010.

MOTIONS APPROVED

- 1. MSC to approve amendments to the Governance Document as presented. Sid will take the revisions to Campus Executive.
- 2. MSC to add a new subsection to the Governance Document regarding minutes.
- 3. MSC to add the [Released Time Seat discussion] to the agenda and to take out of order.
- 4. MSC to approve additional changes to the Governance Document to include a new subsection "Released Time Seat".
- 5. MSC the GRC recommends the establishment of a Sustainability Committee as a subcommittee under Administrative Affairs.

MOTIONS FAILED - none

MOTIONS TABLED

1. MST wait to hear from Ron Nakasone whether Administrative Affairs approved this committee. Sid Kolpas will suggest to Ron that his committee recommend the composition for the proposed Sustainability Committee.

REPORTS

1. Sid Kolpas to follow up with Lisa Brooks to clarify if she is chairing or co-chairing [the Community Relations committee or the Foundation Community Relations committee with Paul Schlossman.

INSTITUTIONAL PLANNING COORDINATION - April 5, 2010

Reported from adopted minutes.

QUORUM 13 / 18 voting members; 0 resources; 0 guests

APPROVAL OF MINUTES

- 1. MSC to approve the February 1, 2010 minutes with no changes
- 2. MSC to approve the March 1, 2010 minutes with no changes

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS – none

RELEASED TIME EXTRA PAY - April 9, 2010

Reported from unadopted minutes.

QUORUM 5/8 voting members; 0 resources; 0 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of March 5, 2010 be approved.

MOTIONS APPROVED -

- 1. It was MSC that the Assistant Nursing Program Director positions go through the governance process to increase released time from 30% to 40%.
- 2. It was MSC that the revised job description and amended released time for the Student Equity Coordinator position be approved and the position is forwarded to budget.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

- 1. Vicki Nicholson to follow up with S. Allison on the necessary steps to gain new position of Instructional Technology Coordinator.
- 2. Heidi Jenkins to repost Program Review Coordinator.
- 3. The RTEP Committee will prioritize the RTEP positions that they are responsible for, not the grant funded positions.
- 4. Heidi Jenkins to send an email to supervisors and RTEP recipients who have an evaluation due stating "If we do not receive an evaluation, the committee may consider it as a negative evaluation and will recommend that the position not continue."

RELEASED TIME EXTRA PAY - April 30, 2010

Reported from unadopted minutes.

QUORUM 5/8 voting members; 0 resources; 0 quests

APPROVAL OF MINUTES

1. It was MSC that the minutes of April 9, 2010 be approved.

MOTIONS APPROVED -

- 1. It was MSC that the Staff Development Officer is posted with RTEP suggested changes.
- 2. It was MSC that the Literary Magazine Advisor is posted with RTEP suggested changes.

3. It was MSC that the Grant AEFLA: CE ESL Special Projects position is posted with supervisor suggested changes.

MOTIONS FAILED – none MOTIONS TABLED – none REPORTS

- 1. RTEP Committee to review Study Abroad Director position via email after questions are clarified and VP of Instruction feedback is reviewed.
- 2. Based on the request from the supervisor [Superintendent/President] to make changes in the amount of released time, the RTEP Committee recommends that the SLO Coordinator position be filled on an emergency basis for the Fall semester. It was further recommended that the supervisor [Superintendent/President] submits the position for approval through the proper procedure by October 31, 2010. The supervisor [Superintendent/President] should also submit a new/updated job description at that time.
- 3. Based on the request from the supervisor [Superintendent/President] to make changes in the amount of released time, the RTEP Committee recommends that the Accreditation Coordinator position be filled on an emergency basis for the Fall semester. It was further recommended that the supervisor [Superintendent/President] submits the position for approval through the proper procedure by October 31, 2010. The supervisor [Superintendent/President] should also submit a new/updated job description at that time.
- 4. Based on the request from the supervisor [Superintendent/President] to make changes in the amount of released time, the RTEP Committee recommends that the Program Review Coordinator position be filled on an emergency basis for the Fall semester. It was further recommended that the supervisor [Superintendent/President] submits the position for approval through the proper procedure by October 31, 2010. The supervisor [Superintendent/President] should also submit a new/updated job description at that time.
- 5. The RTEP Committee will prioritize the RTEP positions that they are responsible for, not the grant funded positions.
- 6. The RTEP Committee will review released time evaluations via email.

STAFF DEVELOPMENT- did not meet

Last meeting reported February 2, 2010.

WEB OVERSIGHT - March 24, 2010

Reported from unadopted minutes.

QUORUM 6/10 voting members; 3 resources

APPROVAL OF MINUTES

- 1. MSC to approve the February 24, 2010 Minutes.
- 2. MSC to approve the March 17, 2010 Minutes (with corrections).

MOTIONS APPROVED
MOTIONS FAILED - None

MOTIONS TABLED - None

REPORTS – None

ACADEMIC AFFAIRS -March 3, 2010

Reported from unadopted minutes.

QUORUM 29/36; 6 resources; 2 quests

APPROVAL OF MINUTES

1. MSC to approve minutes of February 3, 2010 meeting.

MOTIONS APPROVED

- 2. MSC to move the Scholars Program report to the beginning of the agenda.
- 3. MSC to approve the revised agenda.
- 4. MSC to approve substantive revision to Biology 146.
- 5. MSC to approve second reading of Computer Science/Information Systems 154.
- 6. MSC to approve (one oppose, two abstentions) change in requisites for Accounting 120, 121, 175, 180; CABOT 165, 209, 210, 230, 260, 270, 275, 280, 285, 286; CS/IS 130, 135, 137, 139, 151, 174, 192, 196, 197, 218, 233, 261, 262, 263, 280.
- 7. MSC to approve second reading of Art 115.
- 8. MSC to table the prioritization of the strategic master plan until the KH report is presented.
- 9. MSC to approve second reading of Administrative Regulation 4010 Calendar with minor corrections.
- 10. MSC to approve second reading of Administrative Regulation 4225 Course Repetition and Withdrawals.
- 11. MSC to approve (one abstention) second reading of Administrative Regulations:
 - 4070 Auditing and Auditing Fees
 - 4220 Standards of Scholarship Delegation
 - 4222 Remedial Coursework
 - 4225 Course Repetition and Withdrawals
 - 4226 Multiple and Overlapping Enrollments
 - 4227 Repeatable Courses
 - 4228 Course Repetition Significant Lapse of Time
 - 4229 Course Repetition Variable Units
 - 4230 Grading and Academic Record Symbols
 - 4231 Grade Changes
 - 4232 Pass/No Pass
 - 4235 Credit by Examination
 - 4240 Academic Renewal
 - 4250 Probation
- 12. MSC to approve C&I minutes of February 17, 2010
- 13. MSC to approve that all subcommittees, with the exception of the C&I, should present only adopted minutes of their meetings that follow guidelines of the Governance Document to the Academic Affairs Committee. One opposes, one abstention.

MOTIONS FAILED - none MOTIONS TABLED

1. MSC to table Administrative Regulation 4255 – Dismissal and Reinstatement. **REPORTS** – none

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR - Did not meet

BAJA CALIFORNIA FIELD STUDIES - Did not meet

CURRICULUM & INSTRUCTION - February 17, 2010

Reported from unadopted minutes.

QUORUM 11 voting / 12 total voting members; 1 resources; 5 guests

APPROVAL OF MINUTES

MSC to approve the November 18, 2009 minutes.

MOTIONS APPROVED

- 1. MSC to approve change in title for MATH 155 & 255.
- 2. MSC to approve substantive revision of BIOL 146.
- 3. MSC to approve CS/IS 154.
- 4. MSC to change all prerequisites to recommended preparations for ACCTG 120, 121, 175, 180; CABOT 165, 209, 210, 230, 260, 265, 270, 275, 280, 285, 286; CS/IS 130, 135, 137, 139, 151, 174, 192, 196, 197, 233, 262, 263, 280.
- 5. MSC to approve ART 115.
- 6. MSC to approve the Electrical Utility Certificate of Achievement.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

FOUNDATIONAL SKILLS - Did not meet

GRADUATION REQUIREMENTS - Did not meet

SCHOLARS - update presented

It was reported that the Scholars Program received 40 applications for spring 2010 and 27 students were accepted to the program. The Scholars students will be presenting eight research projects at the Honors Council Research Colloquium sponsored by UC Irvine next Saturday.

STUDY ABROAD - Did not meet

TECHNOLOGY MEDIATED INSTRUCTION - Did not meet

ACADEMIC AFFAIRS - April 7, 2010

QUORUM 29/36; 3 resources; 2 guests

APPROVAL OF MINUTES

1. MSC to approve minutes of March 3, 2010 meeting with minor corrections. one abstention.

MOTIONS APPROVED

- 1. MSC to approve April 7, 2010 revised agenda.
- 2. MSC to approve second reading of Computer Science/Information Systems 267/Art 267
- 3. MSC to approve added recommended preparation to Business Administration 175 and 176.
- 4. MSC to approve second reading of Industrial Technology 156.
- 5. MSC to approve change in General Education Area for Psychology 103.
- 6. MSC to approve substantive changes to Photography 101.
- 7. MSC to approve removal of Biology 118, 135, 138, 139 from catalog.
- 8. MSC to approve removal of Chemistry 114 from catalog.
- 9. MSC to approve Electricity Utility Certificate.
- 10. MSC to approve C&I minutes of March 17, 2010 meeting.

- 11. MSC to approve Study Abroad corrected minutes of November 19, 2010.
- 12. MSC to approve TMI corrected minutes of December 1, 2009 and March 2, 2010 meetings.

MOTIONS TABLED

1. MST to table Theater Arts 102.

REPORTS – none

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR - Did not meet

BAJA CALIFORNIA FIELD STUDIES - Did not meet

CURRICULUM & INSTRUCTION - March 17, 2010

QUORUM 11 voting / 12 total voting members; 1 resource; 10 guests

APPROVAL OF MINUTES

MSC to approve the February 17, 2010 minutes.

MOTIONS APPROVED

- 1. MSC to approve CS/IS/ART 267.
- 2. MSC to add recommended preparation to BUSAD 175 & 176.
- 3. MSC to approve ITECH 156.
- 4. MSC to approve the Electrical Utility Certificate of Achievement/AS Major.
- MSC to approve the Substantive Revision of PSYCH 103.
 MSC to approve moving PSYCH 103 <u>from</u> AA/AS Degree GE Area 10b. (Social Science) <u>to</u> Area 10a. (Natural Science.)
- 6. MSC to approve the Substantive Revision of T ART 103.
- 7. MSC to approve the Substantive Revision of PHOTO 101.
- 8. MSC to delete BIOL 118, 135, 137, 138, 139 from the catalog.
- 9. MSC to delete CHEM 114 from the catalog.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

FOUNDATIONAL SKILLS – Did not meet

GRADUATION REQUIREMENTS - Did not meet

SCHOLARS - Did not meet

STUDY ABROAD - November 19, 2009

QUORUM 8 / 10 voting members; 0 resource; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the September 24, 2009 minutes.

MOTIONS APPROVED

1. It was MSC that the national program to Durango, Colorado be approved for Summer 2010 with Mike Reed teaching Geography 111 and Amarath Ravva teaching English 104.

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS - none

TECHNOLOGY MEDIATED INSTRUCTION - December 1, 2009

QUORUM No Quorum, 7 voting / 14 total voting members; 1 guest

APPROVAL OF MINUTES

There was not quorum, so the minutes of November 3, 2009 were tabled for the next meeting.

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED

- 1. ENGL 101 (Online) Freshman English DE Course Approval was tabled.
- 2. ENGL 102 (Online) Critical Thinking and Literary Analysis DE Course Approval was tabled
- 3. ENGL 104 (Online) Creative Writing Workshop DE Course approval was tabled.
- 4. Board Policy discussion was tabled.

REPORTS - none

TECHNOLOGY MEDIATED INSTRUCTION - March 2, 2010

QUORUM 9 voting / 14 total voting members; 1 resource; 1 guest **APPROVAL OF MINUTES** -

- 1. MSC to approve the minutes of the November 3, 2009 meeting with no changes.
- 2. MSC to approve the minutes of the December 1, 2009 meeting with no changes.

MOTIONS APPROVED

- 1. MSC to approve ENGL 101 (Online) Freshman English DE Course Approval Form.
- 2. MSC to approve ENGL 102 (Online) Critical Thinking and Literary Analysis DE Course Approval Form
- 3. MSC to approve ENGL 104 (Online) Creative Writing Workshop DE Course Approval Form.

MOTIONS FAILED - none

MOTIONS TABLED - none

- 1. Board Policy discussion was tabled.
- 2. Level 3 Classroom Standards discussion was tabled.
- 3. Face-to-Face Orientation Requirement discussion was tabled.

REPORTS

- 1. Instructional Technology office will send out a reminder on how to log in to Blackboard in order to view posted DE Course Approval Forms up for review.
- 2. Dr. Allison will send out documentation from the CCLC and our current DE guidelines for the committee to review before the next meeting.
- 3. An additional meeting will be planned for a Tuesday in March.

STUDENT AFFAIRS - February 17, 2010

Reported from unadopted minutes.

QUORUM – 15 voting members/23 total voting members; 2resources/3 total resources; 2 quests

APPROVAL OF MINUTES – It was MSC that the minutes of November 18, 2009 be approved.

MOTIONS APPROVED

- 1. It was MSC that the Noncredit Matriculation minutes of November 18, 2009 and January 17, 2010 be approved.
- 2. It was MSC that the Student Fees minutes of November 10, 2009 be approved.

- 3. It was MSC that the Student Fees minutes of December 9, 2009 be approved.
- 4. It was MSC that the Student Fees minutes of January 13, 2010 be approved.
- 5. It was MSC that the Student Affairs Committee forward to the Campus Executive Committee, the proposed revisions which were made by the Center for Students with Disabilities.
 - Friendly amendments:
 - Elimination of the sixth committee member.
 - Acceptance of the Senate's proposal that one of the Senate representative's be from the division of the course in question.
 - The faculty member from the division of the student's major should be changed to the department of the student's major.
- 6. It was MSC to maintain current practice vis-à-vis the application process.

MOTIONS FAILED – none MOTIONS TABLED – none REPORTS – none

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – did not meet Last reported meeting May 20, 2009

INTERNATIONAL STUDENTS – did not meet Last meeting reported April 9, 2009

LIBRARY & INFORMATION COMPETENCY - did not meet

Last reported meeting October 22, 2009

MATRICULATION – did not meet Last reported meeting October 22, 2009

NONCREDIT MATRICULATION - November 18, 2009

Reported from unadopted minutes.

QUORUM 11 / 12 voting members; 2 resources; 1 quest

APPROVAL OF MINUTES Zayas, Freemeyer

MOTIONS APPROVED

1. MSC Motion to form a task force to revise Noncredit Matriculation Plan

MOTIONS FAILED - none MOTIONS TABLED - none REPORTS

- 1. It was agreed that because funding is still available, the committee should meet in January to plan for next spring's Passport day.
- 2. It was agreed that better efforts could be made on both campuses to advertise our Student Development Classes for Noncredit Students

NONCREDIT MATRICULATION - January 17, 2010

QUORUM Because of the severe storm, a quorum was not met.

APPROVAL OF MINUTES Pending.

MOTIONS APPROVED - none

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. The committee members did some planning for Passport Day, Spring 2010. Advertising a class on both campuses was discussed. Lastly, getting the state residency requirement translated into Korean was planned.

OUTREACH/ RECRUITMENT - did not meet

SERVICE LEARNING – Did not meet

Last reported meeting March 18, 2009

STUDENT FEES (TUITION) - November 10, 2009

Reported from unadopted minutes.

QUORUM 6 voting / 8 total voting members; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the March 10, 2009 minutes with no changes.

MOTIONS APPROVED

- 1. MSC to approve revisions to Mission Statement.
- 2. MSC that GCC will disallow students with past debt from registering for Fall 2010.

MOTIONS FAILED - None

MOTIONS TABLED - None

REPORTS

- 1. The mission statement was revised.
- 2. Parking Fee increase to go to Student Affairs and then for approval to the Board of Trustees in December. The new fees would be \$65 for Fall/Spring and \$35 for Winter/Summer.
- 3. GCC will disallow students with past debt from registering for Fall 2010.
- 4. Notify Senate of the need for a new committee member.
- 5. The committee will now meet on the 2nd Wednesday of the month during Fall and Spring.
- 6. The discussion regarding Collection Agencies was tabled due to lack of time.

STUDENT FEES (TUITION) - December 9, 2009

Reported from unadopted minutes.

QUORUM 5 voting /10 total voting members; 1 resource

APPROVAL OF MINUTES – Unable to approve the November 10, 2009 minutes due to lack of quorum.

MOTIONS APPROVED - none

MOTIONS FAILED - None

MOTIONS TABLED - None

REPORTS

- 1. Amir Nour reported on the debt owed by past and present GCC students.
- 2. The committee discussed bringing four collection agencies to the campus so that presentations could be made to the group. We will tentatively set the date for these presentations on January 20th.
- 3. The AS will be asked to send two members to the aforementioned meeting so that student interests can be represented.

STUDENT FEES (TUITION) - January 13, 2010

Reported from unadopted minutes.

QUORUM 8 voting / 10 total voting members; 1 resource

APPROVAL OF MINUTES

- 1. MSC to approve the minutes of the December 9, 2009 meeting (6 in favor, 2 abstentions).
- 2. MSC to approve the minutes of the November 10, 2009 meeting (6 in favor, 2 abstentions).

MOTIONS APPROVED

1. MSC Keep the nonresident fee at \$181 and add the capital outlay fee of \$5 for the upcoming FY 11 (6 in favor, 2 opposed).

MOTIONS FAILED - None MOTIONS TABLED - None REPORTS

- 1. The committee compiled eleven questions:
 - a. How far back can the agency go to collect debt? Legal date? Practical date?
 - b. What is your fee structure?
 - c. What is your collection process and at what point is the debt no longer recoverable?
 - d. Do you report to the Credit Bureaus? When?
 - e. What is your collection process for international students?
 - f. How will the agency report back to the college and at what intervals?
 - g. What security process is used to protect personal info?
 - h. How will we notify the agency if payment is made here on campus?
 - i. Will the agency allow a payment plan?
 - j. Do you collect from minors (Jumpstart/high school students)?
 - k. Does the agency have references? Any Community Colleges?

TECHNOLOGY MEDIATED SERVICES – did not meet

Last reported meeting October 27, 2009

STUDENT AFFAIRS - March 17, 2010

Reported from unadopted minutes.

QUORUM – 18 voting members/23 total voting members; 2 resources/3 total resources; 3 quests

APPROVAL OF MINUTES – It was MSC that the minutes of February 17, 2010 be approved.

MOTIONS APPROVED

- 1. It was MSC that the Assessment Committee approved minutes of October 15, 2009 be approved.
- 2. It was MSC to approve Board Policy 4010 and Administrative Regulation 4010, *Academic Calendar*, with the addition of language referencing the website.
- 3. It was MSC to approve Board Policy 4070 and Administrative Regulation 4070, Auditing and Auditing Fees, with the recommended change to language regarding the fee amount.
- 4. It was MSC to approve Board Policy 4100 and Administrative Regulation 4100, Graduation Requirements for Degrees and Certificates.
- 5. It was MSC to approve Board Policy 4110, Honorary Degrees.
- 6. It was MSC to approve Board Policy 4220, *Standards of Scholarship*, with the addition of "or designee" to the first sentence.
- 7. It was MSC to approve Board Policy 4225, Course Repetition.
- 8. It was MSC to approve Board Policy 4226, *Multiple and Overlapping Enrollments*, with the addition of "or designee" to the first sentence of each paragraph.

- 9. It was MSC to approve Board Policy 4230, *Grading and Academic Records Symbols*, with change to include references to publication on the website and rewording of first sentence for clarification.
- 10. It was MSC to approve Board Policy 4235, Credit by Examination.
- 11. It was MSC to approve Board Policy 4240, Academic Renewal Without Course Repetition.
- 12. It was MSC to approve Administrative Regulation 4227, Repeatable Courses, with the provision that the language in paragraph four be revised for clarification.
- 13. It was MSC to approve Administrative Regulation 4231, Grade Changes.
- 14. It was MSC to approve Administrative Regulation 4250, Probation.
- 15. It was MSC to approve a 16-unit maximum enrollment during the primary term with the opportunity to add 3 more units one week prior to the start of the term and limit to 7 units during intersessions. This policy will be limited to one year starting Summer 2010.
- 16. It was MSC to approve Senate motion 2009-73 [updated in the Senate motions database to 2010-02 Catalog Rights] to lend further strength to the motion without making any changes to AR 5135.

MOTIONS FAILED – none

MOTIONS TABLED

1. It was MST discussion of priority registration for ASGCC officers due to Dr. Schlossman's absence from the meeting.

REPORTS

 Joy Cook, Tracey Ziegler, and Brenda Jones will comprise a task force charged with investigating best practices with regard to recording devices and student rights. The group will report back to the committee at the next regularly scheduled meeting.

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT - October 15, 2009

QUORUM 14 voting members/21 voting members **APPROVAL OF MINUTES** - MSC to approve the May 21, 2009

MOTIONS APPROVED

- 3. MSC to appoint Alen Andriassian as Committee Chair.
- 4. MSC to appoint Maria Hicks as Recording Secretary.
- 5. MSC to approve the following addition the Assessment Committee Mission Statement: The subcommittee will inform the Matriculation Committee of recommendations when appropriate.

MOTIONS FAILED - none

MOTIONS TABLED

1. MST discussion for cost saving ideas will be presented to divisions and revisited at the next meeting.

REPORTS - None

INTERNATIONAL STUDENTS – did not meet

Last meeting reported April 9, 2009

LIBRARY & INFORMATION COMPETENCY - did not meet

Last reported meeting October 22, 2009

MATRICULATION - did not meet

Last reported meeting October 22, 2009

NONCREDIT MATRICULATION - did not meet

Last reported meeting January 17, 2010

OUTREACH/ RECRUITMENT - did not meet

SERVICE LEARNING – Did not meet

Last reported meeting March 18, 2009

STUDENT FEES (TUITION) - did not meet

Last reported meeting January 13, 2010

TECHNOLOGY MEDIATED SERVICES - did not meet

Last reported meeting October 27, 2009

STUDENT AFFAIRS - April 21, 2010

Reported from unadopted minutes.

QUORUM – 17 voting members/23 total voting members; resources; 2 resources; 1 guest **APPROVAL OF MINUTES –** It was MSC that the minutes of March 17, 2010 be approved. **MOTIONS APPROVED**

- 1. It was MSC to approve the revised Administrative Regulation 5420, Standards of Student Conduct, Procedural Guidelines and Disciplinary Action, with the following friendly amendments:
 - Remove the word "commercial" from Section C-23.
 - Add "or designee" to Sections B-1, B-2, and B-3.
 - Change "Adult Community Training Center" to "Garfield Campus" in Section B-3.

MOTIONS FAILED – none

MOTIONS TABLED

1. It was MST discussion of priority registration for ASGCC officers until the May 2010 meeting.

REPORTS - none

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – did not meet

Last meeting reported October 15, 2009

INTERNATIONAL STUDENTS – did not meet

Last meeting reported April 9, 2009

LIBRARY & INFORMATION COMPETENCY - March 25, 2010

Reported from unadopted minutes

QUORUM – 10 voting members/12 total voting members

APPROVAL OF MINUTES – MSC to approve the October 22, 2009 minutes.

MOTIONS APPROVED - None

MOTIONS FAILED – None MOTIONS TABLED – None REPORTS:

- RAC Report Nancy Getty reported on a faculty colloquium, co-sponsored by the Faculty Center for Teaching and Learning being held this spring, April 2, April 9,
 - May 7, and May 21. Nancy passed out flyers for a program on Friday, April 23 called "Research and Composition in the 21st Century" at which Shelley Rodrigo will be speaking.
- 2. Spring Library Survey/Student Survey Comparisons 2007-2009 The committee discussed whether or not there were significant differences among the three years of the survey; differences were noted in specific areas. The committee recommended that the survey be distributed again this year so that further comparisons can be made.

MATRICULATION - March 25, 2010

Reported from unadopted minutes.

QUORUM - 9 voting/14 total voting members; 6 resources

APPROVAL OF MINUTES - MSC to approve the October 22, 2009 minutes.

MOTIONS APPROVED – none

MOTIONS FAILED - none

MOTIONS TABLED - none

REPORTS

- 1. Sharon Combs gave an update on PeopleSoft progress to date.
- 2. Assessment Committee Update by Alen Andriassian and budget cut impacts.
- 3. Jewel Price discussed the effects of Categorical Budget Cuts.

NONCREDIT MATRICULATION - did not meet

Last reported meeting November 18, 2009

NONCREDIT MATRICULATION - did not meet

Last reported meeting January 17, 2010

OUTREACH/ RECRUITMENT - did not meet

SERVICE LEARNING – Did not meet

Last reported meeting March 18, 2009

STUDENT FEES (TUITION) - did not meet

Last reported meeting January 13, 2010

TECHNOLOGY MEDIATED SERVICES - March 24, 2010

Reported from unadopted minutes.

QUORUM - 10 voting/11 total voting members; 1 resource

APPROVAL OF MINUTES - MSC to approve the minutes of 10/27/09 as amended

MOTIONS APPROVED – none

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS - none

ADMINISTRATIVE AFFAIRS – April 7, 2010

Reported from unadopted minutes.

QUORUM: 10 out of 16, Resource: 0, Guests: 0

APPROVAL OF MINUTES:

1. March 9, 2010 approved without opposition or changes

CONSENT CALENDAR:

- 1. Safety Committee Minutes of 3-17-10 approved
- 2. Campus Development Minutes of 3-4-10 approved

MOTIONS APPROVED:

- 1. BP 3570 Smoking on Campus
- 2. BP 6100 Delegation of Authority
- 3. BP 6150 Designation of Authorized Signatures
- 4. AR 6150 Designation of Authorized Signatures

MOTIONS FAILED - none

MOTIONS TABLED:

- 1. AR 2610 Smoking on Campus -tabled for revisions.
- 2. BP 4315 Evaluation Program for Administrative and Management Personnel tabled due to lack of time.
- 3. AR 4315 Evaluation Program for Administrative and Management Personnel tabled due to lack of time.
- 4. AR 6100 Delegation of Authority tabled for clarification
- 5. Bulletin Board monitoring tabled due to lack of time

REPORTS – Discussion

- 1. Smoking on Campus BP approved, AR still under revision.
- 2. AR 3050 Conflict of Interest Code: First reading. Amend titles to conform with Organizational Chart.
- 3. BP 4312 Appointments of Administrative and Management Personnel: First reading. Language changes suggested.
- 4. AR 4312 Appointments of Administrative and Management Personnel: First reading. Language changes suggested. Discussion on representation by Classified staff and students.
- 5. Skate Boarding Signs on Campus signs are being posted on campus.

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

SAFETY - March 17, 2010

Reported from un-adopted minutes.

QUORUM 10 / 11 voting members; 2 resource members

APPROVAL OF MINUTES

1. MSC to approve November 18, 2009 minutes with no changes

MOTIONS APPROVED

1. MSC that in cases of safety, the Person-in-Charge (of the area they are responsible for) has the responsibility/authority to evacuate and close an affected area, until said area is deemed safe for re-entry.

MOTIONS FAILED - none MOTIONS TABLED - none

Gov 6/3/2010

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REPORTS

- 1. Campus Police & ASGCC will continue to work on coordinating self-defense workshops to be offered most likely in Spring '10.
- 2. Since Campus Development did not meet in November, Joy Cook will followup with that committee at next meeting regarding SN rose bush area safety issue.
- 3. Since Campus Development did not meet in November, Joy Cook will follow-up with that committee at next meeting to suggest implementing a campus plan for deterring crime and improving safety through design i.e. new buildings and renovations should use materials identified as crime deterrents (e.g. stone partitions in restrooms) and environmental systems that increase safety. She will present documents supporting this documents from Nidal Kobaissi to be emailed to Safety Committee by Laura Matsumoto.
- 4. Nidal Kobaissi and Sevada Chamras will continue to work to design and post necessary identification signs for the Chemistry Department's stock room on the 2nd floor of Arroyo Seco.

CAMPUS DEVELOPMENT - March 4, 2010

Reported from unadopted minutes

QUORUM 14/16 APPROVAL OF MINUTES

1. MSC to approve the 2/18/10 minutes with no changes

MOTIONS APPROVED

1. To allow the move of the lockers (Welding Dept.) to the external position, on the West wall of the AT building.

MOTIONS FAILED – none MOTIONS TABLED – none REPORTS

- 1. Dan waiting for a response from the City of Glendale (re: energy audit)
- 2. Dan will find out from the City of Glendale what is the deadline for audit end of June or end of December 2010? and e-mail it to members of this Committee.
- 3. Peggy Renner will check the time table of the HK Strategic Master Plan.

Respectfully submitted by Frankie Strong, Governance Office