

**SHARED GOVERNANCE COUNCIL – MINUTES**

**CO-CHAIRS: HARRY SCHADE & MICHELE MCAUSTIN**

**FEBRUARY 13, 2007**

X	Akelian, Chris	X	Gold, Randy	X	Morgan, Jane	X	Schwab, Patrick
X	Amyx, Guyla		Jimison, Kathy	X	Muñoz, Cande	X	Stone, George
X	Barclay, Judy		Maduli, Ed	X	Norton, Don	X	Sutter, Ralph
X	Bennie, Roanna	X	Mariucci, Bob	X	Parker, Mary		ASCC President -
X	Chacón, Dan	X	McAustin, Michele	X	Peachey, Pam		ASCC Vice President -
X	Conklin, Ed		McLaughlin, Sandee	X	Rehm, Walt		ASCC Senator -
X	Curiel, Franky		Medina-Maloney, Delfina	X	Rossa, Marilyn		Guests:
X	Davies, Anna	X	Merzon, Allison	X	Ruppert, Ron		
X	Dowell, Dave		Mifsud, Lise	X	Schade, Harry		

**MINUTES – NOVEMBER 14, 2006**

The minutes of the November 14, 2006 meeting were approved with the following correction to the English presentation on page 3: – “E. Conklin encouraged the College to return to a unanimous agreement to automatically replace resignations or retirees as long as the budget is healthy *and programs are viable.*”

**PROGRAM PLANNING AND REVIEW COMMITTEE** – It is proposed that a Program Planning and Review Committee be formed including faculty, staff, and administrators to oversee the Program work on campus. This could include drafts of new programs, scheduled Program Reviews (including review and feedback), and program discontinuation. This committee would serve in an advisory capacity to the Shared Governance Council presenting proposals regarding programs. A minimum of two members from this committee would also serve on the SGC to ensure broad accurate representation of program proposals. Additionally, this committee would advise the Planning and Budget Committee on agenda items that address program needs.

R. Bennie, A. Merzon, and P. Schwab reported on the meetings of the Program Planning & Review Taskforce and the preliminary work that has been done.

- They are proposing that the taskforce becomes a committee, broadly staffed with faculty, administration, and staff, to oversee the program work on the campus including program reviews, program elimination, and new program planning.
- The Program Planning & Review Taskforce has been a sub-committee of the Academic Senate in response to the Mid-term Accreditation Report. The entire focus has been on instruction. However, it is necessary to expand the focus to include Administrative Services and Student Support with representation from all areas.
- The purpose is also to support the institution by reviewing and providing feedback on all program reviews. Additionally, information and recommendations could be provided to the Planning & Budget Committee.
- The new committee could be involved in the process of planning new programs, could perform the initial work, and could then bring proposals to SGC for approval.
- The new committee could be a place to showcase program reviews and a place for technical support in terms of helping people understand program reviews on an ongoing basis; i.e., it would become a permanent home for these processes.
- The specific committee composition and scope of responsibility and authority has not been finalized.
- Due to the immense amount of work, perhaps program planning and viability assessments do not need to be part of this package.
- M. McAustin complimented the committee on the work they have done. The new process has been brought to the Division Chairs; it was well structured and much easier to understand. Initial drafts of program reviews were submitted at the end of December. They are now awaiting feedback from the Deans and Vice President. Seeing this process develop is a very positive step for the College.

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- The Program Planning & Review Taskforce would become the committee that ensures integration of program planning, as well as the systematic development of all templates.
- The concern was expressed that another committee adds yet another layer of bureaucracy to wade through.
- The original context was to create best practices or templates in response to the recommendations. There remains a great deal of work to do on the non-instructional side.
- The taskforce also discussed the timeline. There is a real disconnect as to when program reviews are due vs. when unit and cluster plans are due.
- Per Board policy, the Curriculum Committee’s scope of authority is very broad and does encompass program development. This piece would not need to be included within the scope of the new committee’s responsibilities.
- It was suggested that the new committee be a sub-committee of the Shared Governance Council.
- The reporting relationship also needs to be defined.

It was recommended that the proposal be amended to refine the membership, the scope of the committee’s responsibilities and authority, and the reporting relationship as above. The rewritten proposal will be brought to a future SGC meeting.

### **Call for Consensus:**

Consensus was reached to bring an amended proposal back to the Shared Governance Council at a later date.

**DISCUSSION TIME** – It is proposed by Ed Maduli that the Shared Governance Council commit to a joint meeting with the Planning and Budget Committee for Tuesday, February 27<sup>th</sup>, during the regularly-scheduled meeting of the Shared Governance Council. The purpose of this joint meeting will be to entertain a proposal that Ed will present regarding: 1) faculty prioritization; 2) full-time temporary faculty; and 3) full-time positions that are categorically funded.

The Shared Governance Council and the Planning & Budget Committee will hold a joint meeting on Tuesday, February 27, 2007, from 1:45-3:00 p.m. in room 5402 for the purpose of discussing the following:

- Criteria for prioritizing full-time temporary faculty and categorically-funded faculty, as well as grant-funded positions.
- On two separate occasions, the SGC has agreed to automatically fill vacated full-time faculty positions due to retirements or resignations as long as the budget allows and the programs are viable. The appropriate dean, working with the Vice President of Student Learning, would ensure the viability of the program.
- Revisit all criteria for prioritizing full-time faculty positions to ensure equitability among the divisions.

### **FUTURE AGENDA ITEMS**

**Alternative Calendar** – Allan Hancock College is delaying the implementation of a 16-week calendar with a 6-week January intersession until 2008-2009 because they also have an antiquated computer system. This gives us more time to explore the possible impact on Cuesta College.

**Clarification of the Program Development Process** - Funding and the relationship to the SGC.

**Communication regarding Grants** – Some grants, which could impact multiple areas of the campus, are being written in a vacuum. How is this

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communicated to the appropriate departments?

**NEXT MEETING**

- The meeting adjourned at 2:20 p.m.
- The next meeting of the Shared Governance Council will be held Tuesday, February 27, 2007, as a joint meeting with the Planning & Budget Committee.