LOS MEDANOS COLLEGE

Shared Governance Council

MINUTES

October 28, 2015

2:00 - 4:00 p.m., Room CO-420

MEMBERS PRESENT: Louie Giambattista, Natalie Hannum, Bob Kratochvil, Linda Kohler, Demetria Lawrence, Ronke Olatunji, Ginny Richards, Carla Rosas

Item #		Topic/Activity	Handouts/ References	Action(s)
STANDING ITEMS:				
1.		**Public Comment – N/A**		
2.		**Welcome** President Kratochvil welcomed everyone to the meeting.		

3.		**Review**
		 • Agenda for October 28, 2015
		 President Kratochvil reviewed the agenda, which was unanimously approved by SGC. *MSC: Richards/Kohler.*
		    o *Yeas – Hannum, Kohler, Olatunji, Richards, Rosas; Nays – N/A; Abstentions – N/A.*
		
		 • Minutes (draft) from August 26, September 23 & October 14
		 The SGC members reviewed and approved the minutes from prior meetings:
		    o August 26ᵗʰ and September 23ʳᵈ. *MSC: Richards/Giambattista.*
		      o *Yeas – Hannum, Kohler, Olatunji, Richards, Rosas; Nays – N/A; Abstentions – N/A.*
		    o October 14ᵗʰ. *MSC: Kohler/Giambattista.*
		      o *Yeas – Kohler, Richards, Rosas; Nays – N/A; Abstentions – Hannum, Olatunji.*
				Agenda approved
				
				 Minutes approved

4.		**Old Business**		

	4a.	**Planning & Effectiveness**
		 • Accreditation Follow-Up Report & Visit
		    o President Kratochvil shared some new information about the Follow-Up Visit: on November 4, the Visit Team will spend the day at the District Office; November 5 will then be spent at LMC, with one Team member at the Pittsburg Campus and the other at the Brentwood Center. President Kratochvil reviewed the tentative schedule of committees/groups/people with whom the Team wants to meet, including an 11:30 a.m. meeting with SGC.
		
		 • Pilot Assessment of FY 2013-14 RAP Projects
		    o Ronke Olatunji provided recap of process and development of pilot. The group discussed moving toward having RAP and Program Review electronically integrated, which is the ultimate goal for tracking/extracting this "close the loop" assessment info; the CurricUNET module, once implemented, would provide such e-integration.
		    o Not all of the SGC members were able to review the RAP project Assessment forms, so Ms. Olatunji walked them through the process she used to complete the worksheet for the 2013-14 funded proposals (4 Permanent Classified Staffing, 28 Program Improvement). It was suggested that, instead of providing partial funding to a larger number of proposals, it may be more effective to fully fund fewer proposals; the RAP form(s) could be updated to include a section where requestors indicate "ok with partial" or "all or nothing" funding. The group discussed the possibility of loading proposals into the PRST after the Phase 1 approvals, so that the information on funded projects gets integrated with their respective Program Reviews (and could be queried). Ms. Olatunji will explore that with IT, although it may present some technical glitches (as they experienced last year while trying to incorporate a RAP tab into the PRST).
			[Follow-Up Report](#)
			
			 [RAP Reporting-Assessment Form (blank)](#)
			
			 [RAP Evaluation Worksheet (blank)](#)	

5.	**New Business**			
	5a.	**Student Success & Support Program (3SP) Plan for 2015-16** • Carla Rosas provided an overview of the 3SP Plan and reviewed the final document with SGC. She highlighted the following items about the updated Plan: it includes more details and focus on communication; as a College, we're much clearer and "all in" on what we're doing related to 3SP areas; 42.5% of 2014-15 LMC students utilized Assessment services (this is usually focused on new students but, with promotion of 3SP, seeing more returning/continuing students taking Assessment); established new "Student Retention & Support Services" unit; at LMC, a student's first retention/probation meeting is in-person (online at DVC and CCC); Counseling is focused on improving/enhancing processes; and, prior to 3SP, we had 60 hours/week less of Counseling hours. LMC has demonstrated positive numbers for completion of Education Plans for 2014-15, using an approach that has students do an "abbreviated" version: o LMC Ed Plans = 5,330 [headcount 10,743] o DVC Ed Plans = 5,968 [headcount 21,910] o CCC Ed Plans = 1,852 [headcount 7,359] • Ms. Rosas noted that she is still waiting for some additional orientation data from District Research. President Kratochvil commended Ms. Rosas for her exceptional work leading this effort for LMC. At the November 7th Governing Board meeting, she and reps from our sister-colleges will give a presentation about the 3SP Plans.	[College Assembly Update on 3SP, Student Equity, and BSI Plans](#)	
	5b.	**SGC Sub-Committees & 2015-16 Charges** • President Kratochvil distributed copies of the current charges for SGC's sub-committees. The Council members discussed: options for proceeding with updating/"assigning" new charges; having consistency across sub-committees (e.g. mission/purpose and two-year goals); and designating sub-committees as "shared governance" (Brown Act) or "operational." The SGC members agreed that further internal review/discussion is needed to determine sub-committee status (shared governance or operational) before inviting the Chairs for updates.	[List of/links to SGC Sub-Committee Websites](#)	
6.	**Updates & Announcements/Constituency Reports:** • President Kratochvil: no report. • Academic Senate: no report. • Associated Students: Demetria Lawrence shared information about several events occurring on November 10, including a Kaiser Health Faire and the Farmer's Market mobile truck; the Blood Drive planned for that day has been cancelled. • Classified Senate: Linda Kohler encouraged people to support the Soup Cook-Off on November 10. • Curriculum Committee: no report.			
7.	**Campus Communication: Actions & Notable Items to Report from SGC** – N/A			
8.	**Adjournment** The SGC meeting adjourned at 4:03 p.m.			