

Shared Governance Minutes

01.06.2022

3:00 p.m.

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

<input checked="" type="checkbox"/>	Darci Cather	<input checked="" type="checkbox"/>	Chris Clark	<input checked="" type="checkbox"/>	Tina Dudley
<input checked="" type="checkbox"/>	Emily Forthman	<input checked="" type="checkbox"/>	Connie McGinnis	<input checked="" type="checkbox"/>	Karen McGoy
<input checked="" type="checkbox"/>	Dr. Nicolaides	<input checked="" type="checkbox"/>	Dr. Price	<input checked="" type="checkbox"/>	Dr. Shelby
<input checked="" type="checkbox"/>	Felicia Rouse	<input checked="" type="checkbox"/>	Jesse Smith-Fulia	<input checked="" type="checkbox"/>	Dr. Taylor
<input checked="" type="checkbox"/>	Dr. April Teske	<input type="checkbox"/>	Dr. Thornsberry	<input type="checkbox"/>	

Agenda Items:

1. Call to Order

Jesse called the meeting to order at 3:11 pm.

2. Approve Minutes of December 9, 2021

Dr. Taylor noted a correction to the minutes. The statement within #5 “They will only review and request rewrites” was amended to read, “They will review and approve or request rewrites”. Dr. Price made a motion to accept the amended minutes, Dr. Nicolaides seconded the motion. All voted in favor and the motion carried.

3. Committee Assignments

Now that the Committee Assignments have been received, Jesse inquired as to how to handle conflicts related to the Faculty instruction time and the Council/Team established meeting dates. Should staff/faculty be kept on the assigned committee or should changes be made? Each person will be taken into consideration individually. Dr. Taylor noted ensuring the composition once an individual is moved.

The load sheets being uploaded into Colleague for updating purposes will be addressed by Emily.

If an individual has a conflict, the requests for changes should funnel through Emily. Emily will then speak with the appropriate Vice-President. Dr. Price made a motion that all Committee Assignment Change Requests be funneled through Emily. Dr. Teske seconded the motion. All voted in favor and the motion passed.

Dr. Price made a motion that the Student Engagement Coordinator should also be on the Cultural Awareness Team. Jesse seconded the motion. All voted in favor and the motion carried.

Also, Jesse suggests that any changes such as this will need to go through the Executive Council. If the change is simply rearranging the composition, then those do not need to go through this Council. Changes will not be made based on “just because I don’t like it”. Dr. Nicolaides noted now that since minutes are recorded and cataloged, it may encourage compliance.

4. “Coming Soon” in Spring 2022 – Office of IE – Dr. Teske

- **Strategic Plan Updated**

This is due in April, and Dr. Teske is working with various team on additions, deletions, changes to their respective strategies since the initial development of the Strategic Plan, including updating the “status” sections to each strategy.

- **Monitoring Report Templates**

July/August begins the monthly/quarterly/annual submission of reports to the Board of Trustees (BOT). Templates will be designed using the KPI’s and Strategic Initiatives within each area. Dr. Teske will assist each area in the initial design of their reports and with any changes, as the Board will continually make suggestions and revisions as we implement. Dr. Taylor encourages the Vice Presidents (VPs) to be aware of the Board Calendar (located within the Bylaws section of the Board Policy Manual-B4003 Section 10) and the timeframes when reports are due.

- **Survey Plan, Procedures, Timeline**

An ad hoc committee will be led by Dr. Teske. She will work with VPs on the composition of this committee. This committee will begin working on a survey plan, procedures and a timeline to include SmartEvals, CCSSE/SENSE, and any other third-party tool we adopt. This process will ensure we have data points embedded for each student “touch” within the student’s educational journey into employment/transfer.

5. Policy Table of Contents – Addition to the Agenda, Jesse

With a March target date to provide a table on contents on policy review, Jesse asked for feedback on how to approach this process. Dr. Teske drew attention to the Policy Disposition Document that was shared during the December Shared Governance meeting. This is a good place to start as it is broken into sections as well as provides for additional areas to consider for policy.

Dr. Teske shared the document for all members and encouraged all to keep in mind which sub councils these areas could be assigned. Dr. Taylor noted the Executive Council will work with policies first to develop a process that will assist the other councils in creating a table of contents. With each sub council developing a table of contents, the Executive Council can prioritize the work. Dr. Taylor noted this is a lot of work, and understands if the Table of Contents deadline goes beyond the March recommendation.

Jesse suggests at the February meeting, we organize ourselves and begin looking at the Executive Council policies. Dr. Taylor mentioned Prioritization Metrics. Developing criteria by reading each policy and rating each. Adding up the numbers to get a priority of what needs the most attention. Dr. Teske, Darci and Dr. Taylor will convene to develop a working matrix tool and share during the February meeting.

By February, there should be Chairs assigned within each Council. A VP should ensure that all committees meet this first month and a committee chair is assigned at the first meeting.

Jesse made a motion that Dr. Teske, Dr. Taylor and Darci will develop a prioritization matrix and review at the February meeting. Connie seconded the motion. All voted in favor and the motion carried.

Jesse made a motion that the Executive Council Team will review the General Policies identified in the General Section in the Administrative Policy Section (A1xxx). Dr. Nicolaides seconded the motion. All voted in favor and the motion carried.

Adjournment

The meeting adjourned at 3:57 pm.