



MINUTES  
Shared Governance Regular Meeting

May 1st, 2020, 2020  
3:00pm, Google Meet

- I. Establishment of Quorum  
Six of 8 voting members present. Members present are Breanna Gould, Geno Castillo, Lita Bernal, Amanda Lucero, Francina Martinez, and Kim Baca.  
Non-voting members present are Vanessa Velasquez, Susan Grohman, Sherry Goodyear, Renee Maestas, Larry Paiz, Maxine Hughes, and Melissa Cordova
- II. Call of Meeting to Order  
Meeting called to order at 3:03pm.
- III. Approval of Agenda  
Motion to approve as is made by Lita, second by Geno.  
Motion carries.
- IV. Approval of Minutes Regular Meeting:  
02-21-2020  
Motion to approve minutes as is made by Amanda, second by Francina.  
Motion carries.  
  
02-28-2020  
Motion to approve as is made by Kim, second by Geno.  
Motion carries.  
  
03-06-2020  
Motion to approve minutes as is made by Amanda, second by Lita.  
Motion carries.  
  
04-24-2020  
Section IV Table minutes. Change second from Masie to Kim.  
Motion to approve with corrections made by Amanda, second by Geno.  
Motion carries.
- V. Informational/Discussion Items
  - A. Senate Reports
    - Academic Leadership  
Still has 7 members. Academic Leadership discussed an ad-hoc committee in case of a second round of COVID-19.  
Canvas will not be used in Fall 2020 as Blackboard is contracted for a few more years.  
Concourse will still be used.  
Spring and Summer Semester will not count against a student's 49% online rate.

Lot of discussion on saving money as revenue is down.

Final Grade rosters are in a shared drive and have begun to be sent out.

The BoT meeting was watched and transcribed.

Only Directors and Advisors will be on campus over summer starting June 1st. Directors will be 8-5 and advisors 8-12. No further timeline is available for returning to campus for the rest. Student Success should contact Dr. Patterson for instruction on this topic as well. ACCUPLACR will be by appointment only.

1520 discussion: Discussion began about an amendment for policy 1520. Questions were asked about who would be at the table to represent the groups. Recognized representatives are asked for at each meeting, not just regular meetings. A table was recommended, but it was questioned if the policy was approved. It appeared that it was recommended by the BoT that the SGC only appear at regular meetings and to remove Academic Leadership. Was asked if the policy can be modified and approved with modifications. Was questioned by the BoT if the policy could have language struck and added. It was found that the policy, if modified, would need approval from the SGC. Motion was made by the BoT to table the policy pending review by the SGC with the recommendation to remove Academic Leadership and to change the language to limit representation to only normal meetings. Regarding SGC representation at the BoT meetings, there is already a student representative seat at the Boards meeting place. It is unclear exactly what role the SGC plays in the Board meetings.

It is unclear what exact policy the Board has requested feedback on.

- Staff Senate  
Held official meeting today. Dr. Rael provided information on the Open Meetings Act. As Staff Advisory is not a policy making body, there is no violation of the Open Meetings Act. Meeting was discussion. Discussion was held on preparations for Finals Week.  
Discussed a 4-day work week for Summer. Due to the COVID shutdown, the discussion was suspended.  
Discussed a second outbreak of the virus and if and when individuals return to work.  
Discussed preparation for a second closure and a plan to handle a potential second wave and closure.  
Next meeting scheduled May 14th to discuss elections.
- Faculty Senate  
A regular meeting was held on 4-30. Discussed end of semester evaluation process. Assessment Committee will send out a simplified CLOA form and a group assessment. Each class will do a CLOA, but classes with multiple sections will do one form.  
Student evaluations of faculty was suggested for only classes meeting via Blackboard due to confidentiality concerns.  
Discussed end of semester in service. An email will be sent out Monday soliciting events. It was suggested Monday be reserved for meetings. Tuesday will be Faculty online trainings. Wednesday could include trainings presented by Nicole Collins regarding Blackboard use. Some publishers can move material recorded in their modules and merged into Blackboard to ensure accurate records. Thursday, Faculty Senate meets, and Shared Governance meets on Friday. Other activities discussed include online etiquette training.

The 49% rule was discussed.

Election Committee was formed.

Grade rosters were discussed. Grade rosters will need to be printed out, signed, and scanned. Some faculty may have issues with this.

Disenrollment will not take place.

- Student Senate  
No report available.

B. Shared Governance Structure- Academic Leadership

Policy 1520 was approved in May 2019 and came back in Fall 2019. A memo in May 2019 stated the SGC had begun reviewing policy 1520 and suggested revisions. Each committee's role in Shared Governance is clearly stated, including Academic Leadership. Policy 1520 was approved at the May 14th, 2019 meeting with revisions.

As the past Board approved this policy, it may be unclear to the new board exactly what role Academic Leadership serves.

At one point, the current Board requested all managers and supervisors, including directors, attend regular meetings. It is unclear if the Board meant Academic Leadership should not sit at the SGC table, or on the SGC.

An email to Sheryl asking for clarification on the Board's intention behind the statement to clarify the comments can be sent. A request like this would be sent from all of Shared Governance. A draft can be provided next week, with the supporting documents for policy 1520. It may be that the current Board is unclear on what exactly Shared Governance is, and some information may need to be provided to clarify the SGC's role.

The roll of each group and their representation was included in the policy.

C. Governance/Subgroup Documentation

Email was sent out Monday requesting missing documentation for missing information regarding minutes, agendas, and sign in sheets for the Assurance Argument. Information should be sent to the Shared Governance email. Matt from IT is looking to arrange a shared drive space for this information. The minutes may be used to show the sign in sheets.

A fillable PDF for Bills is being worked on and should be available for review next meeting.

D. Summer 2020 Semester Registration

Melissa Cordova is currently putting together a training for advisors. By next week, there should be instructions available.

Admission has had students admitted for Summer that are mailing in transcripts, but admissions cannot access their mail, leaving these students in the dark. Dr. Patterson has been notified and is currently working with Admissions to find a solution.

Matt Cordova may be able to access the mail but bringing official transcripts home may present FERPA issues. Other schools have directors going in for limited time to enter the data on campus. Admissions has requested to be present on campus for the 4-hour period on Wednesday.

VI. Open Bills  
No Open Bills available

A.

VII. Action Items  
No Action Items

- A.
- VIII. New or Follow-up Items for Next Meeting's Agenda
  - A. Senate/Academic Updates
  - B. Shared Governance Structure-Academic Leadership
  - C. SGIR Documentation

Open Bills

- A. Pending

IX. Adjournment

Made by Kim, second by Geno.

Motion carries.

Adjourned at 4:42pm.

Next meeting: May 8<sup>th</sup>,2020 via Google Meet

DRAFT