**Participatory Governance Council**

**Meeting Summary**

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| **Meeting attended by:** | **ADMINISTRATORS:** Andre Barnes, David Dore; **CLASSIFIED:** Attila Gabor, James Rogers; **FACULTY:** Alisa Messer, Francine Podenski, Karen Saginor, Kathleen White; **STUDENTS:** Bouchra Simmons, Shannell Williams, Teresa Villicana, William Walker | |
| **Absent from meeting:** | **ADMINISTRATORS:** Lindy McKnight; **CLASSIFIED:** Athena Steff, Karl Gamarra; **FACULTY:**  \*Darlene Alioto (sub: Francine Podenski); | |
| **Date:** | December 18, 2012 | |
| **Time:** | 3:00pm-5:0pm | |
| **Facilitator:** | **Thelma Scott-Skillman** | |
| **Agenda Topic #1**: Introductions | | **Deadlines:** |
| **Notes:**  After introductions of council members, each constituent group identified the process used to identify their representatives. | | |
| **Action Items:**  All constituent groups were asked to identify alternates to serve in the absence of a representative | | Next scheduled meeting. |
| **Agenda Topic #2:** Review Participatory Governance Policy | |  |
| **Notes:**  Policy #2.07 was reviewed. Under Item V. A. Clarification: The Governance Council can make ‘recommendation’ to the Chancellor for a new committee or workgroups. The Governance Council cannot establish committees or workgroups.  Acknowledgement was given that the Council, like all its committees, is a ‘recommending body’, not a decision-making body. | |  |
| **Action Items:**  The correction to Policy - Item V.A. needs to be made. | |  |
| **Agenda Topic #3:**Rules of Engagement & Procedures  a. Purpose, Membership, Terms, Agendas, Notes, Notifications, Web | |  |
| **Notes:**  Members questioned how public comment would be handled through the council. Several reps suggested every agenda include a Public Comment time slot. “Representation” was discussed. Constituent groups need to develop a communication vehicle to ensure their rep on the PGC engaging the constituent base. As an example, the Student reps (W. Walker) has an ASK site. He indicated a willingness to share the web structure.  The college web site – suggestion to have it ‘open’ for availability/access for use such as Survey Monkey. | |  |
| **Action Items:**  Ensure the web site is updated and accessible. | |  |
| **Agenda Topic #4:**Discuss DRAFT organization chart | |  |
| **Notes:**  Program Review – as a subcommittee should be added as a ‘charge’ under Annual Plan and Budget.  Clarification of student development: How are issues addressed under current committees identified? -- Through Program Review, Enrollment Management, and Accreditation. | |  |
| **Action Items:**  Add: Change committee to read: **Annual Plan/Budget/Program Review**  Ensure that Student Development (including Student Government/Activities) is addressed through the Program Review process and ‘charged’ through the Annual Plan and Budget Committee. | | Next scheduled meeting. |
| **Agenda Topic #5:**Review Draft Subcommittee templates | |  |
| **Notes:**  Accreditation Committee: Item IV: The ALO is the Committee Chair.  Planning Committee: The integration of all plans, SLOs, and enrollment management need to be considered.  Enrollment Management Committee: and Diversity Committee templates were reviewed with no additional changes.  Comment from the Academic Senate that they think there should be additional faculty on this committee.  The Council commented that all committees are consistent with the membership and want opportunity to process through as is with the committee makeup of all committees. | |  |
| **Action Items:**  Accreditation Committee: Add in Item IV – ***the ALO is the committee chair***.  Planning Committee: Item V.a.: add the following: …overall***and ensure the integration of all plans.***  Item VI.a. Add the following: … institutional assessment, ***SLO****,* evaluation…  Item VI.e. Add the following: ……instructional, ***enrollment management***, | | Next scheduled meeting. |
| **Agenda Topic #6:**Standing agenda items | |  |
| **Notes:**None identified | |  |
| **Action Items:**None | |  |
| **Agenda Topic #7:**Next Step | |  |
| **Notes:**Discussion occurred on seeking clarity of additional committees that may be operating ‘outside’ of the PGC. | |  |
| **Action Items:**  Request for Agenda item: Identification of other committees currently operating (Academic Senate)  Request for Agenda Item: Clarification on the Academic Senate’s 10+1  Future agendas and any additional info need distribution in advance of meetings. | | Next scheduled meeting. |
| **Next Meeting:**3rd Thursday of each month, 3-5pm MUB 140 | | January 17; February 21 (location TBD); March 14 (exception due to Spring Break); April 18; May 16; June 20. |