

San Diego Mesa College

Meeting Notes

September 2, 2022

1:00 p.m. – 2:30 p.m., Zoom and LRC 435

ATTENDEES	
Co-Chairs	Faculty
Bridget Herrin – Co-Chair IE	Mark Abajian – Business and Technology
Erika Higginbotham – DSPS/ Student Services	Bruce Naschak – Humanities
Lorenze Legaspi – BARC / Admin Services	Michael Cox – Curriculum
Dina Miyoshi – Instruction	Kimberly Mills- Health Science & Public Service
	James Hinton – Math and Science
Administrators	Alison Gurganus – LRC
Linda Hensley – Humanities	John Crocitti – AS Pres/Designee
Leticia Diaz – Student Equity	Jake Portugal – ES, Health, Dance & Athletics
	Donna Flournoy – CTE
Classified Professionals	Committee Reps
Mona King – CS Pres/Designee	Alex Berry – Strong Workforce (absent)
Joel Arias – Admin Services (absent)	Isabel O'Connor – FHP (absent)
Instruction VACANT	Ellen Engels – CHP
Olivia Picolla – Student Services (absent)	Lorenze Legaspi- BARC (absent)
	Howard Eskew- Pathways (absent)
Students	
Forest Corbett (absent)	
Administrative Support: Sahar King	Guest: N/A

Agenda Item A: Call to Order: Approval of May 06, 2022, Minutes

DISCUSSION:
<p>1. Introduction</p> <p>a. Attendees introduce themselves by name, how long they have been at Mesa, what area they are representing, and one word to describe their current state.</p> <p>2. Gov101</p> <p>a. Folks expressed that there was not an adequate introduction to shared governance committee participation; Governance101 launched at PCab in Fall 2021 to ease in! Gov101 website has many resources available to assist with the duties and work that come along with shared governance committee participation.</p>

b. Mesa's Values around Shared Governance

- i. Giving folks a share in key decision-making, giving certain groups primary responsibility for types of work (i.e., Title 5 provisions for Faculty, Classified Professionals, and Student involvement)
- ii. Committee types – Operational & Governance
- iii. Integral part of integrated planning process; Resource Allocation, Program Review, Strategic Plan, Master Plan, Mission

c. Diversity, Equity, and Inclusivity in Governance

- i. Diversity – intentional opportunities to incorporate diversity in groups – welcoming and acknowledging strengths and abilities, seek different evaluative perspectives.
- ii. Equity – avoiding lower order in-group/out-group distinctions, pointing out unique strengths of members, addressing individuals by names vs. titles/status, allow multiple entry points/modalities for participation.
- iii. Inclusivity – intentional calls for discussion, explicit statements of acceptance of new/distinct views/opinions/input, empowering members to make decisions that impact their work.

d. Communication & Transparency

e. Effectiveness & Accountability

- i. Effectiveness – explicitly announce/develop shared goals/objectives, develop clear agendas ties to shared goals/objectives with time for input prior to meetings, provide adequate time and space for discussion/engagement, clarify action items with timelines, avoid duplication of effort/redundancy with other groups, prepare for and engage authentically in meetings, manage meeting time.
- ii. Accountability – hold members accountable for performance they can control, follow-up on action items and monitor progress toward objectives, solicit ideas to improve practices from diverse members of all status levels, display/demonstrate safe expectations for team, discuss current issues/difficulties with everyone involved.

f. Effective Committees

g. Logistics and Technical Resources

- i. [Program Review Steering Committee website](#)
 1. Committee Goals will be established and displayed here
 2. View 2022-23 membership and meeting schedule
- ii. [Program Review Archives](#)
- iii. [Taskstream](#) / [Request Portal](#)
 1. Will be phased out with the implementation of Nuventive
- iv. [Program Review Resources](#)

h. [HOW TO JOIN A COMMITTEE](#)

- i. [IMPORTANT COMMITTEE ACTIVITIES](#)
 - j. [2022 COMMITTEE LIST](#)
 - i. Please send any update you have to IE
 - ii. This is the list of active committees as reported by the committee update process established by the Planning and Institutional Effectiveness Committee.
 - iii. Operational Committee
 - iv. Advisory Committee
 - v. College Governance Committee
 - k. [JOIN THE TEAM](#)
- 3. Approval of May 6, 2022, Minutes.**
- a. Minutes were M/S by Kimberly Mills and Alison Gurganus and approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Post approved minutes to the COA website	1. Sahar King	1. Before the next meeting
2. Send any recommendations for committee participation to IE	2. Everyone	2. Ongoing
3. Send any updates to 2022 Committee List to IE	3. Everyone	3. Before the next meeting

Agenda Item B: Continuing Business

- DISCUSSION:**
- 1. Summer workgroup**
 - a. [Summer Workgroup Notes](#)
 - Met weekly and took structure determined in spring and fleshed out for Nuventive implementation.
 - First proof of concept received from Nuventive yesterday (9/1/22), meeting weekly as well as monthly demo/feedback sessions; hoping to deploy before Fall semester ends.
 - Will be looking to facilitate synchronous and asynchronous training.
 - Program Review Reports will be due in Spring due to the Nuventive implementation timeline.
 - b. **Program Review Report and Resource Request Process**
 - [Program Review Report and Resource Request Process](#)
 - Draft has currently made its way to BARC

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• N/A

Agenda Item C: New Business

DISCUSSION:
<ol style="list-style-type: none"> <u>PR 22-23 Deliverables</u> <ul style="list-style-type: none"> Update PR Handbook and website Deploy new Program Review workspaces and resources request process via Nuventive Develop a training plan/schedule for Nuventive <ul style="list-style-type: none"> Radical Transparency from the PR doc around the request process Prioritization process Communicate the outcomes of the Program Review and Resource Allocation process to the college Revise and deploy IP evaluation survey Meeting Day / Time / Format <ul style="list-style-type: none"> The meetings for Fall 2022 will be on Zoom on the first Friday from 1pm to 2:30pm

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Follow up with Academic Senate for the list of the chairs committee	• Everyone	• Ongoing

Agenda Item D: Announcements/ Adjournment

DISCUSSION:
<ol style="list-style-type: none"> Next meeting: October 7, 2022 <u>Meeting Schedule 2022-23</u> Bridget Herrin adjourned the meeting at 2:30

Submitted by:

Approved on: