GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
September 2010

The Governance Update report comprises the actions taken by various governance committees. It is required by the Governance Document. This report includes motions and information items as shown in the minutes of committees that reported to the Governance Office between August 10, 2010 and August 31, 2010.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Any questions regarding items listed contact the chair of the appropriate committee.
- Committee chairs may be emailed directly from the Blue List. For the list of governance committees and to view committee minutes in their entirety visit: http://www.glendale.edu/governance
- Items ~~struck~~ were not approved by Campus Executive and therefore, returned to the reporting committee for clarification.

Motions pulled and returned for Executive approval:

None

EXECUTIVE a.k.a CAMPUS EXECUTIVE – no report

Last meeting reported August 17, 2010. Next report will include September 7, 2010.

SUBCOMMITTEES OF EXECUTIVE:

BUDGET – July 27, 2010

Reported from unadopted minutes.

QUORUM 5/8 voting members; 1 resource; 5 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the July 8, 2010 meeting as presented.

MOTIONS APPROVED

1. MSC that the filling of all existing budgeted vacant positions come from Cabinet, then to the Budget committee, and finally to Administrative Executive for approval.
2. MSC to approve filling the Financial Aid positions through this process with the amendment from Paul Mayer that, contingent upon the approval of Cabinet, these positions will be approved.
3. MSC to finance the telephone system over five years with the service contract.

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS - none

~~**COMMUNITY RELATIONS**~~ **–** disbanded per Campus Executive August 17, 2010

CAMPUS WIDE COMPUTER COORDINATING – June 24, 2010

Reported from notes not official minutes.

QUORUM 9/17 voting members; 3 resources; 1 guest

APPROVAL OF MINUTES

1. The minutes were not reviewed due to a lack of quorum.

MOTIONS APPROVED– None

MOTIONS FAILED – None

MOTIONS TABLED – None

REPORTS

1. The CCCC Committee was updated by Vicki Nicholson on the status of the New HR Software. Admin Exec has given HR the Green Light for HR to proceed in finding a package that would include Applicant Tracking Software, Performance Tracking and Succession Plan. Several members of the CCCC expressed concerns over outsourcing i-Recruitment as well as the item going back to Admin Executive for discussion and not t he CCCC.

EQUAL EMPLOYMENT OPPORTUNITY – no report

Last report April 1, 2010.

GOVERNANCE REVIEW – no report

Last meeting reported June 1, 2010.

INSTITUTIONAL PLANNING COORDINATION – August 16, 2010

QUORUM 9 / 15 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the August 2, 2010 minutes with no changes

MOTIONS APPROVED

1. MSC that Goal 3.1 of the Educational Master Plan ("Implement empirically-based planning and decision-making") be presented as an annual goal at Campus Executive in Fall 2010

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS – none

INSTITUTIONAL PLANNING COORDINATION – August 23, 2010

Reported from unadopted minutes.

QUORUM 12 / 15 voting members; 0 resources; 2 guests

APPROVAL OF MINUTES

1. MSC to approve the August 16, 2010 minutes with no changes

MOTIONS APPROVED - none

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS – none

RELEASE TIME EXTRA PAY – did not meet

Last meeting reported May 21, 2010.

STAFF DEVELOPMENT- did not meet

Last meeting reported February 2, 2010.

WEB OVERSIGHT – did not meet

Last meeting reported April 28, 2010.

ACADEMIC AFFAIRS – June 2, 2010

Reported from unadopted minutes.

QUORUM 27/36; 6 resources

APPROVAL OF MINUTES

1. MSC to approve minutes of May 5, 2010.

MOTIONS APPROVED

1. MSC that the academic Affairs Committee adopts the Senate motion on creation of a joint (Senate and Academic Affairs) task force on new programs.
2. MSC that John Queen takes the recommendations made by the Academic Affairs Committee on "Creating a governance committee on enrollment management" to the Governance Review and the Senate for further consideration and report the outcomes to the Academic Affairs Committee at the next meeting.
3. MSC to approve that electronic copy of minutes of May 19 C&I meeting and course outline for Hospitality and Tourism Management 202, Hospitality and Tourism Management 205, Hospitality and Tourism Management 206, Architecture 229, Architecture 230, Political Science 101, and Social Science 105 be sent to the committee for review and approval. Motion was friendly amended. MSC that Political Science 101 be withdrawn. Motion was further amended. MSC Hospitality and Tourism Management 206 be withdrawn.

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The documents were electronically sent to the Academic Affairs Committee members on June 8, 2010. Out of 35 voting members of the committee, 21members sent their votes to the Vice President of Instructional services by June 11, 2010 and approved the following courses:

4. MSC to approve second reading of Hospitality and Tourism Management 202.
5. MSC to approve substantive revision to Hospitality and Tourism Management 205.
6. MSC to approve substantive revision to Architecture 229.
7. MSC to approve second reading of Architecture 230.
8. MSC to approve second reading of Social Science 105.
9. MSC to approve that waitlist for all credit classes be stopped and auto-population be no longer available effective the first day of the term, but the faculty continue to have access to the static list until three days before the census day.
10. MSC to approve C&I minutes of May 19, 2010.
11. MSC to approve Foundational Skills minutes of January 26, March 9, March 22, and April 20.
12. MSC to approve Study Abroad minutes of March 18 and May 6, 2010.
13. MSC to approve Technology Mediated Instruction minutes of April 6, 2010.

MOTIONS TABLED –

1. MST to table the adoption of the updated General Education Advanced Placement List.

REPORTS – none

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

ACADEMIC CALENDAR - none

BAJA CALIFORNIA FIELD STUDIES - none

CURRICULUM & INSTRUCTION – May 19, 2010

Reported from unadopted minutes.

QUORUM 8 voting / 12 total voting members; 1 resource; 4 guests

APPROVAL OF MINUTES

1. MSC to approve the April 21, 2010 minutes.

MOTIONS APPROVED

1. MSC to approve HTM 202.
2. MSC to approve the Substantive Revision of HTM 205.
3. HTM 206 Withdrawn.
4. MSC to approve the Substantive Revision of ARCH 229.
5. MSC to approve ARCH 230.
6. POL S 101 Withdrawn.

7. MSC to approve SOC S 105.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

FOUNDATIONAL SKILLS – January 26, 2010

Reported from adopted minutes.
QUORUM = 11/ 15 voting members, 1 proxy
APPROVAL OF MINUTES- MSC to approve minutes from Dec 3, 2009
MOTIONS APPROVED-none
MOTIONS TABLED-none
REPORTS – none

FOUNDATIONAL SKILLS – March 9, 2010

Reported from adopted minutes.
QUORUM 10 voting / 15 total voting members; 2 resources
APPROVAL OF MINUTES -none
MOTIONS APPROVED

1. MSC to have Foundational Skills Coordinator reports after the action items and to have reports submitted before the committee meeting or whenever possible.

MOTIONS FAILED - none
MOTIONS TABLED

1. MST discussion of item A (Coordinators released time) on the agenda.

REPORTS – none

FOUNDATIONAL SKILLS – March 22, 2010

Reported from adopted minutes.
QUORUM 14 voting / 15 total voting members; 3 proxies, 2 resources
APPROVAL OF MINUTES - MSC to approve the January 26, 2010 minutes.
MOTIONS APPROVED

1. MSC to approve minutes of January 26, 2010 meeting.
2. MSC the Basic Skills Committee suggests to the Campus Executive Committee to maintain the same level of release time for the Basic Skills Coordinator's position. 2 Nay

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS – none

FOUNDATIONAL SKILLS – APRIL 26, 2010

Reported from adopted minutes.
QUORUM 9 voting / 15 total voting members; 1 proxy, 1 resources
APPROVAL OF MINUTES - none
MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

GRADUATION REQUIREMENTS - none

SCHOLARS - none

STUDY ABROAD – March 18, 2010

Reported from adopted minutes.
QUORUM 9 / 10 voting members; 0 resource; 0 guests
APPROVAL OF MINUTES

1. MSC to approve the minutes of November 19, 2009 with the revision that Prof. Reed and Mr. Ravva withdrew their proposal for a National Program to Durango, Colorado for the summer of 2010 on December 7, 2009.

MOTIONS APPROVED

1. It was MSC (Crawford/Harlan) that the Study Abroad committee recommends that the process for selecting National Field Studies programs closely model the Study Abroad process for selecting programs which includes the following:
   i) A general call to the faculty for proposals is sent out by the director.
   ii) An informational meeting is given by the director to explain the National Field Studies programs and the application process to interested faculty.
   iii) The director works with faculty to develop complete proposals, including determining appropriate classes, instruction hours, accommodation, transport, meals, classrooms, side trips, etc.
   iv) A committee reviews the proposals and selects appropriate National Field Studies programs.
   v) The director helps the instructors implement these programs.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

STUDY ABROAD – May 6, 2010

Reported from adopted minutes.
QUORUM 9 / 10 voting members; 0 resource; 0 guests
APPROVAL OF MINUTES

MSC to approve the minutes of March 18, 2010.

MOTIONS APPROVED

1. It was MSC (Harlan/Murray) that options for class offerings for the Bali proposal be explored.*
2. It was MSC (Keshishian/Karapetyan) that the Japan program for Summer 2011 be approved with Shihoko Tatsugawa teaching Japanese 102 and Mari Lopez teaching Japanese 103, and Japanese 048. Additionally, the program must have at least 10 signed-up students by the beginning of the Spring 2011 semester in order to proceed. The proposal for Bali for Summer 2011 has been withdrawn by the instructors.

MOTIONS FAILED - none
MOTIONS TABLED - none
REPORTS - none

TECHNOLOGY MEDIATED INSTRUCTION – April 6, 2010

Reported from unadopted minutes.
QUORUM 9 voting / 13 total voting members; 1 resource; 2 guests
APPROVAL OF MINUTES -

1. MSC to approve the minutes of the March 23, 2010 meeting with no changes.

MOTIONS APPROVED

1. MSC to approve Dance 100 (Hybrid) Survey of Dance History DE Course Approval Form.

MOTIONS FAILED - none
MOTIONS TABLED

1. SPCH 101 Public Speaking (Online) DE Course Approval was tabled.

2. Accessibility discussion was tabled.
3. Moodle/LMS Strategy discussion was tabled.
4. Outsourcing Course Creation Strategy discussion was tabled.
5. Virtual Desktop Strategy discussion was tabled.
6. GCC Campus Instructional Technology Culture discussion was tabled.
7. Hybrid/Online Learning & Tutorial Support Center discussion was tabled.

REPORTS

1. Dr. Allison will make changes based on discussion and send draft of AR 4105 to the committee for review.

STUDENT AFFAIRS – no report

Last report April 21, 2010

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT – did not meet
Last meeting reported October 15, 2009

INTERNATIONAL STUDENTS – did not meet
Last meeting reported April 9, 2009

LIBRARY & INFORMATION COMPETENCY – did not meet
Last meeting reported March 25, 2010.

MATRICULATION – did not meet
Last meeting reported March 25, 2010.

NONCREDIT MATRICULATION – did not meet
Last reported meeting November 18, 2009

NONCREDIT MATRICULATION – did not meet
Last reported meeting January 17, 2010

OUTREACH/ RECRUITMENT - did not meet

SERVICE LEARNING – Did not meet
Last reported meeting March 18, 2009

STUDENT FEES – did not meet
Last reported meeting January 13, 2010

TECHNOLOGY MEDIATED SERVICES – did not meet
Last meeting reported March 24, 2010.

ADMINISTRATIVE AFFAIRS – no report

Last report May 11, 2010

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT COMMITTEE – did not meet

Last meeting reported April 1, 2010.

SAFETY COMMITTEE – did not meet

Last meeting reported April 21, 2010.

Respectfully submitted by
Frankie Strong, Governance Office