

**GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
JUNE 2019**

The Governance Update report consists of actions taken by various governance committees. It is required by Administrative Regulation 2511 the Governance Document.

The report includes motions and information items, as recorded in the minutes of committees that reported to the Governance office, between **May 1, 2019 and May 31, 2019** the College Executive Committee reviewed these items at the **June 11, 2019** meeting.

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Any questions regarding any items listed please contact the chair of the appropriate committee.
- Committee chairs may be emailed directly from the Blue List of members. For the list of governance committees and to view committee minutes in their entirety visit:
<https://sp.glendale.edu/committees/governance/Pages/minutes.aspx>

Standing Committee indicated with an asterisk*

I. COLLEGE EXECUTIVE COMMITTEE* – May 14, 2019

Meets 1 week prior to Board of Trustees meetings, 2:30 pm, AD 121

QUORUM [5] 7/7 voting members present; 2 resource members present

APPROVAL OF MINUTES

1. MSC: (Dr. Schlossman/Mr. Melikyan) to approve the College Executive Committee minutes of April 16, 2019.

MOTIONS APPROVED

1. MSC: (Mr. Melikyan/Dr. Ritterbrown) to approve BP 4100: Graduation Requirements for Degrees and Certificates as amended.
2. MSC: (Ms. Rooney/Mr. Melikyan) to approve AR 4220: Standards of Scholarship –Delegation,with addition of “BP 2510”to the reference section.
3. MSC: (Dr. Schlossman/Mr. Bowerman) to approve the deletion of AR 5000 Student Services Mission Statement.
4. MSC: (Dr. Schlossman/Mr. Melikyan) to approve BP 5035: Withholding of Student Records (revision)
5. MSC: (Mr. Melikyan/Ms. Rooney) to approve AR 5035: Withholding of Student Records (new) as presented.
6. MSC: (Mr. Bowerman/Mr. Melikyan) to approve the Block Schedule as presented.
7. MSC:(Dr. Schlossman/Mr. Melikyan) to approve the position of Program Manager I, as presented.
8. MSC: (Mr. Melikyan/Ms. Rooney) to approve Agenda Item 9c. Local Goals Aligned with the Vision for Success as presented.

REPORTS

9. No questions or discussion by the Committee as no minutes reported [most committees do not meet during intersession].
 - a. Budget Committee – No minutes reported
 - b. College Computer Coordination Committee – March 21, and April 22, 2019
 - c. Enrollment Management – March 13, 2019
 - d. Equal Employment Opportunity – March 28, 2019
 - e. Governance Review Committee – No minutes reported
 - f. Released Time Extra Pay – April 5, 2019
 - g. Staff Development – February 21, and March 21, 2019
 - h. Web Oversight – No minutes reported
10. The College Executive Committee reviewed the Board of Trustees agenda for the May 21, 2019 meeting.
11. The Committee reviewed and accepted the actions of the standing committees.
12. Governance Committees Summary Report was presented and reviewed.

NEXT MEETING: Met on June 11, 2019, report will be in the next Governance Update

SUBCOMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE (CEC):

Minutes of the subcommittees that report to the CEC were reviewed by the CEC on June 11, 2019

1. **Budget Review** – Last meeting reported March 26, 2019
Meets once per month, 4th Tuesday, 12:20-1:30 pm, AD 252
NEXT MEETING: Met on May 28, 2019, report is forthcoming.
2. **College Computer Coordinating** – Last meeting reported April 11, 2019
3rd Thursday, 12:30-1:30 pm, LB 113, I.T. Conference Room
NEXT MEETING: Met on May 16, 2019, report is forthcoming.
3. **Enrollment Management** – Last meeting reported March 13, 2019
2nd Wednesday, 12:20-1:20 pm, AD 252
NEXT MEETING: TBD
4. **Equal Employment Opportunity (EEO) – May 23, 2019**
4th Thursday, 12:30-1:30 pm, contact Chair for location
QUORUM 9/12 voting members present, 2 guests
APPROVAL OF MINUTES
 1. MSC to approve the March 28, 2019 minutes.**REPORTS**
 2. “Analyses for Significant Underrepresentation Among GCC Employee Groups.” ACTION ITEM: Committee members were asked to analyze the data and offer suggestions on ways to remedy the disparities.
 3. Faculty Diversity Internship Update - V. Dantzler reported that applicant screening was completed on May 17, interviews will end on June 4, and the Summer Institute will begin on June 25.
 4. V. Dantzler reported that Sandy Somo, Drew Sugars, and she are revising job posting wording and the HR website to show the diversity efforts on campus in order to attract more diverse job applicants.
 5. V. Dantzler reported that there are ten new EEO reps trained to serve on management committees.
 6. Cindy Pollack’s position as EEO Training and Compliance Coordinator ends in June, 2019. The new EEO Coordinator position is posted with a deadline of May 29.
 7. New Multiple Measures/EEO Plan (2020-2023) - : V. Dantzler will send out the plan to committee members for comments and suggestions. The plan will be submitted in June 2019.**NEXT MEETING:** September 2019
5. **Governance Review – May 7, 2019**
1st Tuesday, 1:40-2:40 pm, AD 249
QUORUM 7/8 voting members present, 5 guests
APPROVAL OF MINUTES
 1. MSC to approve the April 2, 2019 minutes.**MOTIONS APPROVED**
 2. MSC to recommend the continuation of the annual survey of governance committees to be conducted by the Research and Planning Office and to share its finding with the Governance Review Committee (GRC).**REPORTS**
 3. Action Item: the task force will meet to determine what ‘tools’ each category of participant needs; categories include new/want to get involved, chairs, members, non-voting resource members, guest.
 4. Action Item: Frankie continues to monitor the activities of governance committees and will prepare an end-of-year report for the GRC.
Governance Review – June 4, 2019
1st Tuesday, 1:40-2:40 pm, AD 249
QUORUM 4/7 voting members present, 3 guests
APPROVAL OF MINUTES
 1. MSC to approve the May 7, 2019 minutes.**MOTIONS APPROVED**
 2. MSC to add Frankie Strong as a Resource [non-voting member] to the Governance Review Committee [there are two vacant CSEA seats to fill].

3. MSC to approve the Academic Senate motion on composition of Student Equity & Achievement Committee membership was approved as amended.

MOTIONS TABLED

4. Increasing awareness of governance decisions: Discussion took place regarding concerns about how an idea moves through the governance process and what steps would someone need to take to get an idea on a committee agenda and how would they determine which committee would be appropriate. GRC tabled this discussion and any action until more members could be present for discussion.
5. Status of the Assessment governance committee – motion to table until Fall 2019.

NEXT MEETING: Fall 2019

6. **Released Time Extra Pay (RTEP)** – Last meeting reported April 5, 2019
4th Friday, 10:00-11:00 am, contact Chair for location
NEXT MEETING: May 2019

7. **Staff Development – May 2, 2019**
3rd Thursday, 12:30-1:30 pm, SV 105
QUORUM [8] 13/15 voting members
APPROVAL OF MINUTES

1. MSC to approve the March 21, 2019 minutes.

MOTIONS APPROVED

2. MSC motion to approve funding in the amount of \$4,487.18 to cover costs associated with producing the Annual Classified Retreat.
3. MSC motion to approve the Faculty and Staff Development Plans

NEXT MEETING: September 19, 2019

8. **Web Oversight** – Last meeting reported September 26, 2018
Meets as needed
NEXT MEETING: TBD
Note: no response from this committee regarding minutes or meeting date(s)

II. INSTITUTIONAL PLANNING COORDINATION COMMITTEE * (IPCC)

2nd Monday, 12:15pm-1:30 pm, AD 121
Last meeting reported March 11, 2019
NEXT MEETING: Met on May 13, 2019, report is forthcoming.

SUBCOMMITTEES OF THE INSTITUTIONAL PLANNING COORDINATION COMMITTEE:

1. **Master Planning Team A** – Last meeting reported April 27, 2019
Meets once per semester
NEXT MEETING: Met on April 26, 2019, report is forthcoming.
IPCC will review these minutes at their next scheduled meeting.
2. **Program Review – March 19, 2019**
3rd Tuesday, 1:30–2:30 pm, AD 121
QUORUM 10/10 voting members, 1 resource member
APPROVAL OF MINUTES
 1. It was MSC that the minutes from February 19, 2019 be approved without corrections.**MOTIONS APPROVED**
 2. It was MSC that the Governance Survey responses be approved.**REPORTS**
 3. Preparations & Schedule for 2019-2020 Program Review Cycle
 4. Guidance & Best Practices for Program Review Process - The committee reviewed the definition of program review, its connection to accreditation, and the program review process followed at the college.
IPCC will review these minutes at their next scheduled meeting.

Program Review – April 23, 2019
3rd Tuesday, 1:30–2:30 pm, AD 121
QUORUM 10/10 voting members, 1 'resource' member

APPROVAL OF MINUTES

1. It was MSC that the minutes from March 19, 2019 be approved without corrections.

REPORTS

2. Discussion - 2019-2020 Program Review Cycle
3. 2020-2021 Revision of eLumen Program Review Questions
4. 2020-2021 Revision of Resource Request Submission System
5. Guidance & Best Practices for Program Review Process - The committee reviewed the definition of program review, its connection to accreditation, and the program review process followed at the college.

IPCC will review these minutes at their next scheduled meeting.

Program Review – May 21, 2019

3rd Tuesday, 1:30–2:30 pm, AD 121

QUORUM 10/10 voting members

APPROVAL OF MINUTES

1. It was MSC that the minutes from April 23, 2019 be approved with minor correction.

REPORTS

2. Discussion - When Department Falls Below Own Program Set Standard for Job Placement or Licensure
3. Program Review Communication, Training, & Dialog

NEXT MEETING: TBD

IPCC will review these minutes at their next scheduled meeting.

III. ACADEMIC AFFAIRS COMMITTEE *- May 15, 2019

3rd Wednesday, 2:00-4:00pm, AD 252

QUORUM 29/38; 4 Resources; 2 Guests

APPROVAL OF MINUTES

1. MSC to approve minutes of March 20, 2019 meeting.

MOTIONS APPROVED

2. MSC to approve to approve the agenda for May 15, 2019 meeting
3. MSC to approve the Academic Rank Advancement Report.
4. MSC to approve the Vision Goal Setting Worksheet of 2018 – 2019.
5. MSC to approve AR 4105 – Distance Education
6. MSC to approve AR 4220 – Standards of Scholarship Delegation.
7. MSC to approve BP 4060 – Delineation of Functions Agreements.
8. MSC to approve BP 4220 - Standards of Scholarship
9. MSC to approve BP 4100 – Graduation Requirements for Degrees and Certificates
10. MSC to approve BP 4450 – Outside Speakers (Replaced Old BP 6230)
11. MSC to approve Deletion of BP 6230 – Outside Speakers (Replaced by New BP 4450)
12. MSC to approve the following items under the consent calendar:

Curriculum & Instruction Committee Minutes of:

- March 13, 2019
- March 27, 2019
- April 10, 2019
- April 24, 2019
- May 8, 2019

New Courses:

- ABSE 120, 121, and 122
- ARCH 109 and 143
- BIOL 123H
- CAM 250
- EMT 141
- ENGL 101+
- MATH 30AB, 30CD, 30E, 90AB, 90CD, 90EF, 112+, and 136+
- SOC 141
- SPCH 117

Revised Course:

- ACCTG 101, 110, and 150

- BIOL 131
- BUSAD 113, 115, 131, 135, 144, 145, 164, 166, 175, 176, 180, and 202
- CHLDV 180, 181, and 182
- ECON 101
- ENGL 101, 109, 199
- ESL 126, 136
- ETH S 121 and 124
- MATH 112
- MCOMM 120
- MOA 182
- PE 111
- STV (formerly OBT) 11, 12, 13, 14, 21, 22, 23, 31, 33, 34, 40, 50, 61, 62, 63, 70, 80, 90, 91, 95, 97, 100, 101, 111, 113, 138, 140, 150, and 250
- T ART 104

New Program:

- ECON AA-T

Revised Programs:

- BIOL – Health Science AS Degree
- HIST – History AA-T
- SOC S – Social Science AA Degree
- PHIL – Philosophy AA-T
- PHOTO – AS Degree and Certificate

13. MSC to approve the 2018 – 2019 Resource Requests Ranking.
14. MSC to approve the 2020 – 2021 Academic Calendar.
15. MSC to approve Academic Calendar minutes of March 21, 2019, April 25, 2019, and May 9, 2019 meetings.
16. MSC to approve Basic Skills minutes of March 19, 2019 and April 23, 2019 meetings.
17. MSC to approve Library & Information Competency minutes of November 29, 2018 and March 28, 2019 meetings.
18. MSC to approve Scholars Program minutes of March 26, 2019 and April 23, 2019 meetings.
19. MSC to approve Study Abroad minutes of February 28, 2019, March 28, 2019, and April 25, 2019 meetings.

NEXT MEETING – September 18, 2019

SUBCOMMITTEES OF THE ACADEMIC AFFAIRS COMMITTEE:

1. Academic Calendar – March 21, 2019

Meets as needed

QUORUM 5/5 voting members; 1/2 resources

APPROVAL OF MINUTES

1. It was MSC that the minutes of March 30, 2017 be approved.
2. It was MSC that the minutes of June 14, 2017 be approved.

Academic Calendar – April 25, 2019

Meets as needed

QUORUM 4/5 voting members; 1/2 resources

APPROVAL OF MINUTES

1. It was MSC that the minutes of March 21, 2019 be approved.

MOTIONS APPROVED

2. It was MSC to send the 2020-2021 Proposal B forward to the constituencies for consideration.

Academic Calendar – May 9, 2019

Meets as needed

QUORUM 4/5 voting members; 1 resource

APPROVAL OF MINUTES

1. It was MSC that the minutes of April 25, 2019 be approved.

MOTIONS APPROVED

2. It was MSC to amend the 2020-2021 calendar with the following:
 - a. begin Fall 2020 on August 31;
 - b. shift finals to December 9-16;

c. move Flex Week to August 24-28.

3. It was MSC to approve the 2020-2021 academic calendar with the approved amendments.

NEXT MEETING: October 11, 2019

2. **Baja Program** – Last meeting reported October 29, 2018

Meets twice per academic year

NEXT MEETING: Met on May 13, 2019, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

3. **Basic Skills – March 19, 2019**

3rd Tuesday, 3:00–4:30 pm, AD 121

QUORUM 12/15 voting members; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the October 16, 2018 meeting with no changes.

MOTIONS APPROVED

2. MSC to allocate \$1,950 to fund an English faculty instructor to attend the Conference on Acceleration and Developmental Education in San Diego.

Basic Skills – April 23, 2019

3rd Tuesday, 3:00–4:30 pm, AD 121

QUORUM 9/15 voting members; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the March 19, 2019 meeting with no changes.

NEXT MEETING: TBD

4. **Graduation Requirements** – Last meeting reported November 26, 2018

Meets as needed

NEXT MEETING: TBD

5. **Library and Information Competency – March 28, 2019**

4th Thursday, 12:30-1:30pm, LB 417

QUORUM 7/12 voting members

MOTIONS APPROVED

1. MSC to approve minutes from November 29, 2018.

REPORTS

2. Full time position OER/DE Librarian Position has been approved; position will be closing May 6.

3. The library classroom remodel has been completed (LB 313).

NEXT MEETING: Met on April 24 and May 28, 2019, reports are forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

6. **Scholars Program – March 26, 2019**

4th Tuesday, 12:30-1:30 pm, LB 223

QUORUM - 9/13 voting members.

APPROVAL OF MINUTES

1. MSC approval of minutes of February 26, 2019 Scholars Committee meeting.

MOTIONS APPROVED

2. MSC approval of proposed changes to Scholars GPA for TAP certification and Certification of Program Completion: TAP--3.2, Completion--3.0.

3. MSC (Freemyer, Gharibi) approval of changes to Scholars Constitution to include Baja.

Scholars Program – April 23, 2019

QUORUM - 8/13 voting members.

APPROVAL OF MINUTES

1. MSC approval of minutes of March 26, 2019 Scholars Committee meeting.

NEXT MEETING: Met on May 28, 2019, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

7. **Study Abroad - February 28, 2019**

4th Thursday, 12:30-1:30pm, SR 328

QUORUM [6] 8 out of 8 voting members present; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the November 29, 2018 Study Abroad Committee Meeting.

MOTIONS APPROVED

2. MSC to formally approve moving forward with a Study Abroad Program to Bali in Summer 2019.
3. MSC to approve extending the deadline for the Summer 2019 Study Abroad Program to Bali to Tuesday March 5, 2019 with the condition that it meets a minimum number of 15 paid participants by that date.
4. MSC for the program director to issue a call for proposals for Winter 2021, including regular length and short duration programs, with a note that students have expressed an interest in destinations within Asia and the Mediterranean.

Study Abroad - March 28, 2019

4th Thursday, 12:30-1:30 pm, SR 328

QUORUM [6] 10 out of 10 voting members present; 1 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the February 28, 2019 Study Abroad Committee Meeting.

MOTIONS APPROVED

2. MSC to approve the newly proposed courses and instructors for the Study Abroad Program to Armenia in Summer 2020.

Study Abroad - April 25, 2019.

4th Thursday, 12:30-1:30 pm, SR 328

QUORUM [6] 9 out of 10 voting members present

APPROVAL OF MINUTES

1. MSC to approve the minutes of the March 28, 2019 Study Abroad Committee Meeting.

MOTIONS APPROVED

2. MSC to approve the Winter 2021 Short-Duration Program to Italy with Flavio Frontini as instructor.

NEXT MEETING: Met on May 23, 2019, report is forthcoming.

Academic Affairs will review these minutes at their next scheduled meeting.

IV. STUDENT AFFAIRS COMMITTEE * – May 15, 2019

3rd Wednesday, 1:00-2:00 pm, AD 252

QUORUM – 25/25 voting members present; 2/2 resources; 2 guests

APPROVAL OF MINUTES

1. It was MSC that the minutes of February 20, 2019 be approved.

MOTIONS APPROVED

2. It was MSC to approve the consent calendar. [minutes included]
 - Assessment Committee – March 21, 2019 (unadopted)
 - International Students Committee – April 25, 2019 (unadopted)
 - Multicultural & Community Engagement Committee – April 11, 2019 (unadopted)
 - Student Success & Support Program Committee – March 14, 2019 (unadopted)
 - Technology Mediated Services Committee – April 2, 2019 (unadopted)
3. It was MSC to approve revised to AR 5130: *Financial Aid* as presented.
4. It was MSC to approve revised AR 5013: *Students in the Military*.
5. It was MSC to approve the 2018/2019 Student Services Non-Personnel Resources requests.

REPORTS

6. The first reading of revised BP 5500: *Standards of Student Conduct* was accepted. The document will be brought back to the committee for a second reading at the May 29 meeting.
7. The first reading of revised AR 5500: *Standards of Student Conduct* was accepted. The document will be brought back to the committee for a second reading at the May 29 meeting.
8. The first reading of new AR 5520: *Procedural Guidelines and Disciplinary Action* was accepted. The document will be brought back to the committee for a second reading at the May 29 meeting.
9. A report was given by Sarah McLemore and Roger Bowerman regarding the changes to the English course sequence, including the implementation of English 100 and English 101+, and change of English 101 to a 4-unit course.
10. A report was given by Dr. Christina Tangalakis regarding the first year of the GCC Promise and pending legislation (AB 2) that will extend the California College Promise to cover students for a second year.

NEXT MEETING: May 29, 2019

SUBCOMMITTEES OF THE STUDENT AFFAIRS COMMITTEE:

1. Assessment – March 21, 2019

Meets twice per semester. 2nd Thursday, 2:00 pm, AD 121

QUORUM – 12/17 voting members present; 1/1 resources

APPROVAL OF MINUTES

1. MSC to approve the November 15, 2018

MOTIONS TABLED

2. MST to table the rest of the Agenda Items until the next meeting.

NEXT MEETING: TBA

2. International Students – April 25, 2019

Meets once per academic year.

Last meeting reported November 9, 2017

QUORUM – 6/12 voting members present

(Due to the lack of a quorum, discussion items are informational only)

REPORTS

1. GCC remains #36/40 Associate's colleges enrolling international students, despite heavy competition. The downward trend which began in 2017 will likely continue for the next few years. Reasons for this include:
 - Many students are choosing to study in Canada and Australia and
 - Traditional F-1 Visa student markets are not sending as many students abroad as before, due to cost, difficulty of obtaining visas, and safety concerns.
2. Non-resident tuition at GCC will increase to \$225.00/unit.
3. Spring's program and club activities include a trip to Big Bear, a social to celebrate the end of the academic year, elections for the executive cabinet of the International Student Association, and bowling.

NEXT MEETING: TBA

3. Multicultural and Community Engagement – April 11, 2019

2nd Thursday, 12:30–1:30 pm, SM 267

QUORUM [7] voting members; 0 resource; 2 guests

APPROVAL OF MINUTES

1. MSC to approve October 11, 2018 minutes with no changes

REPORTS

2. Pride Center is housed in the MCEC. Arakel Aristakessian has been hired as a consultant.
3. DREAM Resource Center
 - 10-hour counselor hired for the center – Anthony Garcia
 - The center has volunteer intern doing her field work for her school – Maria Robelo
 - Hoover will apply for the Foundation Grant – funding for DREAM & Pride Center resources
4. Pride Week (May 6-9)
 - May 6 – LGBTQ+ Friendly Classroom workshop
 - May 6 – LGBTQ+ Student and staff mixer
 - May 7 - Queer Concepts Workshop
 - May 7 – PRIDE Center Open House
 - May 8 – LGBTQ+ Resource Fair and Picnic
 - May 9 – Faculty/Staff Panel
 - May 10 – Safe Zone Training
5. GCC Community Resources Fair will be May 14 & 15. Organizations will come to campus and offer low cost or no cost services for students and the community
6. Summer Bridge/SPARK is currently recruiting for Mentor positions.
7. Estudiantes Unidos Project – 13 members are developing a Mentoring Program for AB540 and undocumented high schoolers.
8. Legal Clinics – Last clinic for this Fall 2019 is on Thursday, May 23, 2019

NEXT MEETING: September 12, 2019

4. Noncredit SSSP – Last meeting reported October 22, 2018

4th Monday, 2:30-3:30 pm, meets 4x per academic year

Met on November 8, 2018 and February 23, 2019 reports are forthcoming.

NEXT MEETING: TBD

5. **SSSP – March 14, 2019**

2nd Thursday, 2:00-3:00 pm, AD 121

QUORUM 13/13 voting members/0 resource/1 guest

APPROVAL OF MINUTES

1. It was MSC that the minutes of September 13, 2018 be approved.

REPORTS

2. Will be moving forward to consolidate the SSSP, Non-Credit SSSP, Basic Skills, and Student Equity committees under the new Student Equity & Achievement Committee. The Vice President of Instruction and Vice President of Student Services are working out the details of this merger.
3. We are launching the National Assessment of Collegiate Campus Climates (NACCC) survey headed by USC Race and Equity Center.

NEXT MEETING: TBD

6. **Student Fees and Tuition – Last meeting reported February 13, 2019**

2nd Wednesday 2:00-3:30 pm, AD 121

April and May meetings cancelled.

NEXT MEETING: June 11, 2019

Student Affairs will review these minutes at their next scheduled meeting.

7. **Technology Mediated Services (TMS) – April 2, 2019**

Meets as needed, contact Chair

QUORUM 5/9 voting members/2 resource

APPROVAL OF MINUTES

1. MSC to approve the minutes of the March 12, 2019 meeting

MOTIONS APPROVED

2. MSC to develop a criteria/rubric to assess how each department within Student Services is currently using electronic/technology services.

REPORTS

3. Review Mission Statement and goals – the committee's membership, mission statement, history, purpose, and goals were reviewed. Also discussed was how to use technology to bridge barriers for both traditional and non-traditional students, including effectiveness of current technology, access to online services and forms, and development of a rubric to evaluate electronic services. The group plans to create a list and prioritize each area of Student Services and develop a shared google doc.
4. Unofficial Transcripts and Student Access to Forms – the committee discussed how students currently cannot access their unofficial transcript on their MyGCC, which is a barrier for online and non-traditional students. The committee also discussed which departments are using electronic forms, their workflow, and how to automate the process of filling out and submitting forms electronically. Eventually, the goal is for students to be able to access all forms through PeopleSoft.
5. Counseling Contact for Distance Education – Nahal Ghodousi is currently the counselor to contact for students that are taking online classes.

NEXT MEETING: May 7, 2019

Student Affairs will review these minutes at their next scheduled meeting.

V. **ADMINISTRATIVE AFFAIRS COMMITTEE* – Last meeting reported April 9, 2019**

2nd Tuesday, 11:00 am–12:20 pm, AD 121

NEXT MEETING: Met on May 14, 2019, report is forthcoming.

SUBCOMMITTEES OF THE ADMINISTRATIVE AFFAIRS COMMITTEE:

1. **CAMPUS DEVELOPMENT – Last meeting reported March 7, 2019**

1st Thursday, 12:30–1:30 p.m. in HS 214

NEXT MEETING: Met on April 4 and May 2, 2019, reports are forthcoming.

Administrative Affairs will review these minutes at their next scheduled meeting.

2. **ENVIRONMENTAL AFFAIRS – Last meeting reported March 6, 2019**

1st Wednesday, 12:20–1:30 p.m. in HS 214

NEXT MEETING: Met on April 3, 2019, report is forthcoming.

Administrative Affairs will review these minutes at their next scheduled meeting.

3. **SAFETY** – Last meeting reported November 28, 2018
3rd Wednesday, 11:00am-12:00pm, HS 214
NEXT MEETING: Met on March 20, 2019, report is forthcoming.
Administrative Affairs will review these minutes at their next scheduled meeting.

Respectfully submitted by Frankie Strong, Governance Office