

Minutes

QCC GOVERNANCE STEERING COMMITTEE MEETING

Date: November 10, 2020

Committee: Governance Steering Committee
Chair: Selina Boria
Note taker: Name: Selina Boria Extension: 4368

Attendees:	<input checked="" type="checkbox"/> Selina Boria	<input checked="" type="checkbox"/> Terri Rodriguez	<input checked="" type="checkbox"/> Nicole Dellasanta
	<input checked="" type="checkbox"/> Margaret Wong	<input type="checkbox"/> Brenda Safford	<input checked="" type="checkbox"/> Armela Xhindole
	<input checked="" type="checkbox"/> Barbara Zabka	<input checked="" type="checkbox"/> Kristie Proctor	<input checked="" type="checkbox"/> Shauna Connelly
	<input checked="" type="checkbox"/> Juliana Esposito	<input checked="" type="checkbox"/> Jason Kurland	<input type="checkbox"/> Meredith Stone
	<input checked="" type="checkbox"/> David Shapiro	<input checked="" type="checkbox"/> Laurie Behrmann	<input checked="" type="checkbox"/> Michelle Savrann
	<input checked="" type="checkbox"/> Patrick Printz	<input checked="" type="checkbox"/> NT Izuchi	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Byron Thomas	<input checked="" type="checkbox"/> Tiger Swan	<input type="checkbox"/>

Observers:
(others in attendance) None

Resource persons:
(presenters, etc.) None

Special notes:
(handouts, etc.) *Guide to Governance-* <https://www.qcc.edu/college-governance/guide-governance>

New Business:

- **Governance Website** - <https://www.qcc.edu/college-governance/guide-governance>
- **Election of a GSC Chair-** Upon a motion duly made, Selina Boria was elected GSC Chairperson
- **Notetaker** - Selina will take notes with assistance on a rotating basis.

OLD Business:

Telework Policy/Work from Home – will be focus of the Operations Council this year

Social Media Policy- under review in marketing department

IT Acceptable Use Policy- under review in marketing department

Topic 1 Operations Council		
Discussion: Met last month to elect Chair, Reps, Alternate and Note taker.		
Two policies - IT and Social media still under review. Snow days and COVID impacted meetings last year. This year's focus will be the telecommuting policy		
Action items: Telecommuting Policy priority	Person responsible:	Deadline:
	Juliana	June 2021
Topic 2 Student Services Council		
Discussion: Still have an open faculty member seat. Tara Rudolph attended as a student rep, but moving to the Diversity Council. Kristie Proctor as Chair, Jason Kurland Rep and Laurie Behrmann as Alternate. Meeting addressed student engagement especially around remote operations. Listening to student voice and struggles is important and it was noted they want personalized services and talking face to face vs. email.		
Action items: Student Engagement, Zoom fatigue, etc.	Person responsible:	Deadline:
	Kristie Proctor	
Topic 3 Faculty Senate		
Discussion: NT reported out - discussing a possible Zoom policy, student behavior on Zoom. Is there a college wide policy for student participation remotely? Also, make sure the different committees within Faculty Senate are populated with membership. Also, ensure College-wide representation by faculty across campus. The different remote modalities and confusion of courses has been discussed. VP Keane sent updated definitions.		
Action items: Zoom etiquette, student behavior and faculty representation	Person responsible:	Deadline:
	NT Izuchi	
Topic 4 Student Government Association		
Discussion: Met to hold elections and fill executive board. Discussing a survey to students about remote and helpfulness by faculty, especially in labs and group projects. Labs at home difficult. Water bottle issue on campus was on hold from spring.		

Action items: Student Survey	Person responsible:	Deadline:
	Armela and Shauna	
Topic 5 Learning Council		
Discussion: Barbara reported out. Postponed Chair Election due to Andreana on leave and Michelle and Meredith will serve as temporary Representative and Alternate, along with Barbara as a Representative. Several curriculum proposals and revisions passed. Auto Tech, CIS, new CIS program option, revised math, Rad Tech and computer tomography program.		
Conclusions: Curriculum will go to the BOT for approval in December.		
Action items: Curriculum	Person responsible:	Deadline:
	Barbara & Michelle	
Topic 6 Diversity Council		
Discussion: Byron reported out, Chairs, Reps and Alt all selected. Set goals today with a focus on the Council's mission statement and if it functions the way it should with involvement in policies around the college. The process to review policies not included. Discussed President's equity initiative and campus climate. Talked about branding/marketing the Council. It was discussed with Governance Review process to kick-off, now is the time to make changes to Council mission statements and duties.		
Action items: DC mission statement for governance review	Person responsible:	Deadline:
	Byron	

Meeting Adjourned at 3:50pm

Note submitted by Selina M. Boria