

Minutes

QCC GOVERNANCE STEERING COMMITTEE MEETING

Date: December 8, 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 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 checked="" type="checkbox"/> Meredith Stone
	<input checked="" type="checkbox"/> David Shapiro	<input type="checkbox"/> Laurie Behrmann	<input checked="" type="checkbox"/> Michelle Savrann
	<input type="checkbox"/> Patrick Printz	<input checked="" type="checkbox"/> NT Izuchi	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Byron Thomas	<input type="checkbox"/> Tiger Swan	<input type="checkbox"/>

Observers: None
(others in attendance)

Resource persons: None
(presenters, etc.)

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

New Business: **No New Business**

OLD Business: Emeritus Policy – Revised Policy was approved by the Board of Trustees on 12/3/20

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: Still in review process of Work from Home/Telecommuting. Idea of a survey for input from faculty/staff and students. Also idea of an alternate work schedule.		
Social media policy in review in marketing. Juliana will reach out to Josh. IT Acceptable use - still in review and has not been revisited yet.		
Action items: Telecommuting Policy priority	Person responsible:	Deadline:
	Juliana	June 2021
Topic 2 Student Services Council		
Discussion: Robust conversation, but no specific policies. Asked students what they want to see - desire connection, study groups, international zoom with Tina. How do we draw a larger audience to groups outside of class. Students want a help line (Patrick aware) - means for getting info quickly via text. Want timely communication with instructors, quick email responses, and consistency. Using different platforms is tough with courses set up differently, some even only using emails. Jeffry Wright - Program Manager for Brothers and Keepers hired.		
Action items: Student Engagement, Zoom fatigue, etc.	Person responsible:	Deadline:
	Kristie Proctor	
Topic 3 Faculty Senate		
Discussion: Zoom / virtual classroom policy conversation around conduct. VP Keane met with Faculty Senate Executive Board. NT shared a survey for all faculty which will help offer input for a policy. Issues also expressed around COVID19 and fatigue with Zoom.		
Action items: Zoom etiquette, student behavior and faculty representation	Person responsible:	Deadline:
	NT Izuchi	
Topic 4 Student Government Association		
Discussion: Virtual talent show in the works, may use Survey Monkey with IRaP to survey students on what is going on now and what they want to see in the future. Many new students have never had opportunity to be on campus.		
Action items: Student Survey	Person responsible:	Deadline:
	Shauna	
Topic 5 Learning Council		

Discussion: Andreana not returning at LC Chair and a call for a replacement was made by Jim (vote in February). Several curriculum items approved - 1 new Certif - advanced automotive and a new degree option - LA with Mathematics. For healthcare - for transfer, make sure PNP has enough credit and Surg Tech had to change a humanities course to a Surg Tech Course. Improved transferability options discussed. Some other changes in criminal justice and early childhood discussed. PNP approved for spring, all else for fall 2021.

Conclusions: Curriculum will go to the BOT for approval.

Action items: Curriculum	Person responsible:	Deadline:
	Barbara, Michelle & Meredith	

Topic 6 Diversity Council

Discussion: Discussion around whether the DC can fulfill it's function. What is the purpose and how can it be more involved in all policies? Does DC have the pathway and opportunity to re-evaluate it's structure and purpose- and yes there is flexibility for each Council to make changes now. Ex - when looking at applications in admissions and looking at gender identity and binary

Action items: DC will reevaluate mission with the governance review process	Person responsible:	Deadline:
	Byron	

Other Business: Governance Review Process discussed. Barbara shared that part of governance review is to update of all policies, determine relevance and if still current. Byron shared example of Diversity Council reviewing admissions forms and assuring they are equitable and holistic. Holistic admissions and information gathering and forms will be reviewed by Diversity Council. Selina will inform VP Ortiz and the Enrollment Management Team that the DC will be reaching out and requesting access to forms to review.

Meeting Adjourned at 3:55pm

Notes submitted by Selina M. Boria