

GOVERNANCE STEERING COMMITTEE

PRESENT	GOVERNANCE STEERING COUNCIL	REPRESENTING
	Marilyn Martin CHAIR of GSC	Faculty Senate Representative
	Kevin Butler	<i>Forum Moderator (ex officio, non-voting)</i>
	Susan Laprade	<i>Assistant Vice President (ex officio, non-voting)</i>
	Philomena D'Alessandro (Chair)	Learning Council Representative
ABS	Kathy Rentsch	Learning Council Representative
	<i>Linda LeFave</i>	<i>Learning Council Alternate</i>
	Faith Symmes (Chair)	Operations Council Representative
	Sandra England	Operations Council Representative
ABS	<i>Jean McLean</i>	<i>Operations Council Alternate</i>
	Ricardo Caton (Chair)	Diversity Council Representative
	Gaelan Benway	Diversity Council Representative
	<i>Margaret Wong</i>	<i>Diversity Council Alternate</i>
ABS	Michelle McCrillis (Chair)	Student Services Council Representative
	Jonathan Miller	Student Services Council Representative
	<i>TBA</i>	<i>Student Services Council Alternate</i>
	George Fitch (President)	Faculty Senate Representative
ABS	<i>Linda Grochowalski</i>	<i>Faculty Senate Alternate</i>
	Joseph Kroell	Student Senate Representative
		Student Senate Representative
		<i>Student Senate Alternate</i>

GOVERNANCE STEERING COMMITTEE TUESDAY, OCTOBER 8, 2013 MONKS ROOM AT 3:00 P.M.

1. **Approval of Minutes:**

- a. The minutes of the meeting of September 17 were approved as presented.

2. **Council Chair Updates**

- a. **Operations Council (Faith Symmes)** –This Council is currently working on/discussing the Social Media Policy.
- b. **Diversity Council: (Ricardo Caton)** – This council has developed a brochure describing a plan to include college governance service as an option for students seeking service learning opportunities (see attached). Gaelan Benway displayed the brochure and noted the benefits of Service Learning, including that it is a goal of the Vision Project and may even appear on students’ transcripts as co-curricular activities. This would not be of interest to nor available

to every student who participates in college governance; however, those who are interested might approach their faculty member in relevant course(s) to request that this service learning option be made available. Gaelan described a possible scenario of a student, during a single semester, earning 4 hours through governance meetings, plus 4 hours attending the governance Forums, plus an hour or two during a Robert's Rules training, plus six or more additional hours to be spent on a project or paper related to the course. Other ideas included journals, presentations, papers, etc. that could be built into the writing projects the faculty member assigned.

The service learning opportunity would be at the discretion of the faculty member but could be granted if the faculty member deems it appropriate. The service learning contracts would then be developed with the assistance of Nichole Wheeler (Career Placement Services) with the idea being that the student's service would be in service to the QCC college community. The Diversity Caucus believes the opportunity may generate additional interest on the part of students, and there is a definite need for additional student participation on the councils.

Motion: That the Governance Steering Council endorse the placement of the Governance Service Learning Brochure on the Governance Website, on the Student Senate Page.

Discussion: One member stated that it was his understanding that those who participate in governance do so on a volunteer basis and that awarding credit for this service is contrary to the idea of volunteering; others pointed out that their service on the governance committee counts as college service time.

The Motion was approved. All Chairs/members to bring this information back to their Councils and make them aware of this service learning opportunity.

- c. . Student Services Council: (Jonathan Miller)** This Council is currently working on the Student Action Policy and is investigating whether or not the state is in the process of developing a statewide Personal Care Assistant policy.
- d. Faculty Senate: (George Fitch)** On behalf of the Faculty Senate, George Fitch requested that the Governance Steering Council schedule an All College Forum as a panel discussion on safety, and asked if this was an acceptable use of the Forum venue (or was the Forum solely for Policy discussion). Quoting from the Governance

Constitution, Philomena D'Alessandro read *"The Forum provides the mechanism for discussion and information sharing among all individuals of the college community. It provides the opportunity for the community to vote on matters of college-wide importance."* As such, all present agreed that this topic would be acceptable as a Forum topic for discussion.

Motion: That an All College Forum be scheduled to talk about safety on campus.

It was noted that the November Forum may not be held due to the NEASC site visit.

All agreed that the topic of safety on campus is an extremely complicated and sensitive one, may include a discussion of arming our police officers, and that policies may need to be revised following these discussion. George Fitch then withdrew his motion and agreed to await more clarity on the topic of safety issues, and Linda LeFave noted that when the Forum on safety is scheduled, it could then be tied to the policies that are in force/being changed.

- e. ***Learning Council (Philomena D'Alessandro):*** Philomena reported that the Learning Council was informed on the new (June 2013) U.S. DOE regulations relative to *Supporting the Academic Success of Pregnant and Parenting Students Under Title IX of the Education Amendments of 1972*. She noted that this law needs to be added to the website, and summarized the changes: pregnant students must be allowed to be away from school and or to miss work if the absence is due to pregnancy or childbirth, and should be allowed to take makeup exams and/or to re-take the course if necessary.

The Learning Council has added student Mary Bailey, and Jonathan Miller will notify the Senate of this placement.

The Learning Council has set aside the discussion of the Grading Policy, awaiting the recommendations of the Special Committee on the Strategic Plan, particularly as they relate to the "X" grade.

Motion: That the All College Forum for November be canceled due to the scheduled NEASC visit.

Kevin Butler noted that this will mean that there will be no forum until December, and that the issue of student voting at the Forum still needs to be resolved.

The Governance Steering Committee voted to cancel the November Forum due to the NEASC site visit.

3. **Policy Tracking: Policy Descriptions:** Chair Marilyn Martin asked all members to look over the wording being used on the slides relative to the policies currently being tracked. She mentioned that a member had objected to the wording on the slide, so she is offering the opportunity for the Council Chairs to review the wording on their policies and to notify Susan Laprade if they would like her to make any changes.

A discussion ensued about the Process for Course/Program approval, specifically about whether the document should be part of the Governance constitution and/or if it should be considered a policy. If not, Philomena requested that it not be listed on the slides under “Policy Update” but rather listed separately as a Process and the work of the subcommittee, headed by Ken Wong, be characterized as a discussion. Further, she noted that the item is not listed on the master list of college policies.

George Fitch noted that the Faculty Senate had put forward this recommendation to change this process in the hope that the Learning Council would explore best practices at other institutions and consider making changes to the process.

Following the discussion, Philomena agreed to take the item back to the Learning Council to see if the members believe it should be part of the Governance Constitution document or if it should be removed.

4. **QCC Policies in Need of Review/Updating:** Marilyn Martin circulated the list of policies now on the website, and asked that the Councils choose any of the older policies listed to review and to either update, recommend changes, or rescind the policies. Once selected, please notify Susan Laprade of the policy your Council will review.
5. **Other Business: Elections:** Marilyn Martin asked if any member(s) would be willing to work with Susan create the processes and documents necessary to support the election of governance members. Sandra England volunteered to work on this project.
6. **Adjournment:** With no other items presented for discussion, the Committee voted to adjourn at 4:30 p.m.