

Governance Council Meeting Minutes

January 22, 2021

2:00-3:00 PM, Zoom

Attendees: Dr. Klauber, Danny Webber, Tom Crawford, Sean Wynkoop, Melinda Howell, Ed Sigler, Harald Jazdziewski, Kate Benchoff, Alicia Drumgoole, Dan Ryan, Vidda Beache, Carlee Ranalli, Dave Warner, Christine Ohl-Gigliotti, Heike Soeffker-Culicerto, Eric Byers, Theresa Shank, Beth Kirkpatrick, Tammy Strite, Michelle, Shank

Called to order- 2:02

1. Minutes from Sept 18, 2020 meeting were approved with motion by Alicia and proper second.
2. Old Business
 - a. Carlee gave a communication update sharing the revised website, reminding everyone about the materials on the Z drive and mentioned that the Guide to Shared Governance will be updated as changes are made. HR is not including information about Shared Governance in New Hire Orientation. Division Directors and other supervisors should be sure to include that information for new employees.
 - b. Michelle Shank gave a Staff Council update. By-laws were reviewed and approved for an Exempt Group and a non-Exempt group. Michelle shared that having one group could be very large and it would be better to split them. Dr. Klauber will appoint members to each executive committee so the groups can begin to meet. They will serve as a means of communication as well as help to find members for the other committees to be sure of adequate representation.
 - c. Carlee reminded the Council that we are continuing to review all college policies, she continues to send out policies that haven't been reviewed to appropriate committees & personnel.
3. Committee Updates
 - a. Teaching & Learning Committee- The IP policy has been revised and is ready to be presented. The committee will be reviewing the distance learning guidelines in order to gain buy-in from the faculty. There was much discussion about communication and confusion around master classes and course shells
 - b. Academic Standards & Outcomes Assessment Committee- Policy 4021 was revised and sent to the Board for approval. The committee researched guidance on using TurnIt In software and determined no new policy is needed. An ad hoc committee will not be formed to review course outcomes assessment. Carlee will serve as interim co-chair while the new Dean is hired. The committee will conduct a "needs assessment" and invite representatives from other areas to committee meetings to gather information. At the end of the semester guidance will be given for course outcomes assessment timelines and procedures.
 - c. Curriculum Development & Review Committee- The committee is using the new gen ed guidelines to make determinations. The committee has worked to help move selected credit programs to noncredit.
 - d. Student Affairs Committee- The committee reviewed inclusive student name change processes. They are going to work with HR to make suggestions on employee trainings

related to diversity issues such as gender identity & microaggression. They are checking to see if pronouns can be shown on D2L once they are added to Colleague.

- e. Administrative & Information Technology Services Committee- the faculty co-chair was identified. The committee will meet in February to begin reviewing related policies
 - f. Campus Safety Committee- Harald was chosen as the faculty co-chair. The committee is working through several policies that need updated such as 8040 on bloodborne pathogens. Policy 8005 has been changed and Eric is working on new policies related to the use of force.
 - g. Faculty Affairs Committee- The new course evaluation instrument is being used. There are several policies and procedures being reviewed that will be sent to the Board. The committee is reviewing documentation for promotion and tenure, the procedures for emeritus status and the requirements for full professor. Policy 5051 has been revised.
 - h. Institutional Assessment Committee- The committee meets next week to discuss non-academic assessment. They will be reviewing student survey data from the fall semester.
4. New Business/Questions
- a. Dr. Klauber is reinstating the Technology Council to assist with software purchase oversight and implementation. This group will on occasion work with the Administrative and IT Services Committee when policy issues arise. Dr. Klauber would like more faculty to be represented on the Council.
 - b. Sean shared a link with the group to historical information about HCC
<https://cdm16715.contentdm.oclc.org/digital/collection/p16715coll55>
 - c. No other business or items were brought to the group
5. Adjourned 3:10 p.m.
6. Concluding Remarks- next meeting date- May 21, 2021, STC 182