

**GOVERNANCE COUNCIL MINUTES**

**March 15, 2024**

Members Present: Brock McMurray, Xiaohong Li, Todd Hampton, Mike Mayfield, Adam Bledsoe, Juana Rangel-Escobedo, Justin Madding, Leslie Minor, Heather del Rosario, Tina Mendoza, Candace Duron, Renae Ginther

Members Absent: Damon Bell, Kanoe Bandy, Bill Devine, Brandy Young, Debbie Rios, Jay Cuevas

Guests: Trudi Blanco and Amar Abbott

Facilitator: Adam Bledsoe

Timekeeper: Amar Abbott

Recorder: Sarah Criss

**Call to Order:**

The Taft College Governance Council meeting was called to order at 10:10 a.m.

**1. Approval of Minutes**

The minutes from February 9, 2024 and January 19, 2024 were approved by consensus.

**2. Committee Reports**

1. **Strategic Enrollment Management Committee (SEMCOM) (Leslie Minor)**

Leslie Minor told Council members that the committee’s goal to develop a Strategic Enrollment Management Plan is not yet ready. It was requested that Council amend the SEMCOM goal to develop the plan by Spring 2024 to Fall 2024. Consensus was reached to amend the timeline.

1. **Budget Committee (Todd Hampton)**

Todd Hampton reported that the program review cycle review is currently in progress in alignment with the budget development calendar. Dr. Hampton presented information on the current state of the state budget.

1. **Strategic Planning Committee (Xiaohong Li)**

Xiaohong Li said that committee discussions included the Educational Master Plan consultant site visits, data update on Strategic Action Plan for 2022-23, and review of Program Review submissions to date. Dr. Li shared the ACCJC annual data update with the committee members.

1. **Campus Safety and Security Committee (Heather del Rosario)**

Heather del Rosario said that committee members reviewed lockdown test data and are preparing a schedule for future testing of the system. They were also informed that AED/CPR training has been scheduled for identified staff.

1. **Information Technology (Xiaohong Li)**

Dr. Li reported that discussion was held on data for campus constituents. The committee is considering adding data work to the ITC charter, more specifically as a workgroup. The committee was updated on the status of Banner 9 training opportunities as the transition to Banner 9 wraps up. They also received an update to IT related projects across the campus that included the server upgrade as well as the two-factor authentication transition.

1. **Diversity, Equity, Inclusion, Accessibility and Anti-Racism DEIAA (Amar Abbott)**

Amar Abbott reported on behalf of the committee. The committee will shift from an AEER committee and is recruiting for members. Dr. Abbott reported that Title IX training was hosted by Human Resources and that the committee intends to send members to the NCORE conference this summer. The NCORE event is a national event and is celebrated as a top educational event on diversity issues. The committee also discussed using a consultant to help develop campus goals for future committee work.

1. **Academic Senate (Candace Duron)**

Candace Duron said that Senate members are reviewing and potentially revising Area resolutions to be submitted to the Spring Plenary.

**3. Open Educational Resource (OER) Strategic Plan**

Michelle Oja provided a history of the College’s participation in the OER initiative. Beginning with a grant in 2016, the College began with a goal to develop an Administration in Criminal Justice textbook. Dr. Oja was given a sabbatical to create the textbook and has since continued work and research in statewide OER work. The funded grant provided a team to organize the College’s OER efforts and they are presenting a strategic plan that will help guide the goals, ideas, and action of OER work locally. Dr. Oja reviewed the plan (see attached draft document). She noted the group’s acknowledgement that a full switch to OER would impact bookstore sales and that the meaning of the OER options is not always clear to students on the website when they select course materials. The plan would help the College to plan for such issues. Brock McMurray requested that the Council members have time to review the plan before acting. The OER plan will be considered for action at a future meeting.

**4. Strategic Action Plan Update**

Dr. Li presented an annual data update to the Strategic Action Plan (copy attached to minutes). Of the 17 leading indicators (short term goals), the College has two that are in red status and show a deficiency in progress. Dr. Li reviewed these indicators and discussed how this data will help in identifying obstacles and taking corrective action to help the College to meet goals. There are seven lagging indicators (long term goals), of which one is in yellow and two are in red. This annual data update will be shared with campus constituents, the Board of Trustees, and the state.

**5. Evaluating the Impact of the PR Based Resource Allocation for 2021-22**

Dr. Li shared the list of 2021-22 Program Review requests that had received all or partial funding. She explained that this is the last step in the Program Review process. This data is gathered and reviewed to assist in evaluating allocation impact toward program goals. This information is also used in the accreditation process.

**6. Action – ACCJC Annual Report**

Dr. Li shared the draft 2024 Accrediting Commission for Community and Junior Colleges annual data report. The annual report pulls data and information from colleges to note any changes during the accredited years. Institutions are required to submit the report each year as a part of compliance with accreditation standards.

**7. 2023-24 Goal Scoring Worksheet**

Dr. Li shared the rubric that is used to score Program Review goals that require funding. The process for scoring requests has not changed this year. After this meeting, the Institutional Research staff will email the rubric and this year’s Program Review requests to Council members to complete individual scoring. The IR staff will collect the data and combine the scoring to provide a ranked list to use for funding consideration.

**8. Other**

There were no other topics.

 **Next Meeting:** May 9th at 10:10 a.m.

(April 12th Governance Council will be led by Collaborative Brain Trust Consultants)

**Facilitator:** Damon Bell

**Timekeeper:** Leslie Minor

**Meeting Adjourned:** 11:21 a.m.

**Respectfully submitted by**: Sarah Criss

**Reminder—Please forward future recommended agenda items to Brock McMurray and Candace Duron**