

Executive Cabinet Report to Board of Trustees

Board Meeting Date:	March 12, 2018
Executive:	Lynne Szymanski, Chair
Department:	College Council

- Gabrielle Orsi presented information on a proposed policy regarding the college's learning management system. As the proposed policy had not been presented and moved forward by the Policy and Procedures Committee, College Council requested that Gabrielle return once that step has been completed.
 - Letty Barnes requested that the Faculty Professional Development Committee's name be changed to Faculty Professional Development Fund Committee as was discussed when Rhonda Dewitt requested the name of the Employee Professional Development Committee's name be changed to Faculty Professional Development Committee. College Council voted in favor of this name change making way for the previous name change request.
 - College Council has discussed the creation of a new template for committee minutes and attendance to be used for a variety of purposes
 - Streamline how minutes are reported across all committees and Councils on campus to promote Shared Governance – anyone can read the minutes of any committee with a clear and easy to follow process of documentation
 - Promote the ability of the Vice-President of Instruction and the Instructional Deans to verify, as needed, that faculty are meeting their contracted responsibilities of participation on College Committees and Councils
 - Have a clear process in place for documenting the work of the Colleges Committees and Councils/Shared Governance for Accreditation
- Melissa Curtis created a draft template and presented it to College Council. College Council voted in favor of adopting this template and to include it in the Handbook for Councils, Committees, Task Forces, and Work Groups.