Members present: Vicki Jacobi, Sharyn Eveland, Marty Morales, Greg Golling, Xiaohong Li, Joe’Il Chaidez, Amanda Bauer, Paul Blake, Windy Martinez, Leslie Minor, Whisper-Lynn Null and Severo Balason

Members absent: Deb Daniels

Guest: None

Secretary: Brandy Young

The meeting opened with the introduction of Whisper-Lynn Null, the ASO representative.

Approval of Minutes – September 6, 2019

Minutes were approved without changes.

Governance Council Sub-Committee Annual Review

  - Discussion was had on the goals set for 2019-20. The committee decided to stay with the two goals that were decided upon in the September meeting. They agreed that the two goals are broad and will encompass and set a framework for much of the work to be done this year.
  - Membership was reviewed for accuracy. Changes to be made:
    - Add VP names for consistency
    - Add Superintendent/President title
  - Committees will be encouraged to enter their goals into a Trello board so that SPC can review and track progress.
  - SPC will review in November.

- Peer Review
  - Discussed how the process was developed and the definition of “peer”.
  - A peer is any person that is a member of a Governance Council Sub-Committee.
  - Peer assessment should be the end of the academic year (May).
  - Sub-committees will choose two individuals to participate in the peer review process at the beginning of the year. The IR office will coordinate the peer reviews from the pool of people submitted.
  - Leslie Minor and Severo Balason will be the two appointees for the SPC this year.

- Timeline
  - The deadline for Annual Committee Review submission will be at the end of October for this year. The next year it will be at the end of September.
Trello Demonstration – Vicki Jacobi
Vicki gave a presentation on Trello using the Guided Pathways model as an example. This agenda item will be a discussion item at the next meeting.

Planning Guide
Sharyn gave an overview of the “Planning Guide”, now titled the Taft College Responsibilities and Schedule of Plans: 2019. Points of discussion:
- The ACCJC Standards are current and up to date
- This is a living document
- The Integrated Planning piece is no longer needed in this document
- Severo will validate the SEAP sections. Currently there is no date from the Chancellor’s Office – Scale of Adoption
- In past meetings an Instructional Plan was discussed. This will no longer be a piece in the document
- The document will be shared with the Governance Council for approval. They will be consulted on whether or not more plans should be added

SPC Activity Annual Calendar
This will be the first year we have the Activity Annual Calendar. This will be a discussion for the next meeting.

The next SPC meeting will be on November 1st at 10:30 a.m. in the Cougar Room.

Respectfully submitted by: Brandy Young