

**Topic: Best Practices - How Committees Should Operate**  
**[handout #3 from 6/24/08 Exp Presidents Council]**

Joanne Truesdell led a discussion regarding the eight characteristics of an effective committee and the following questions were asked:

- 1) *Do we have a clear focus that all committee members support?*
  - a. All present agreed that this has been good.
- 2) *Do we work well together?*
  - a. Yes, but there is room for improvement.
- 3) *Do we communicate often with each other and disseminate information to CCC staff efficiently?*
  - a. We need to improve the way we release and share information with CCC staff.
  - b. Build in timelines for future communications.
- 4) *Do we exhibit leadership sharing?*
  - a. We should not leave all the work to the chair person.
  - b. Our work needs to be more structured. Could there be a rotating chair?
  - c. Historically speaking, the President's Office took the lead here and we are set-up to function accordingly.
- 5) *Is this committee composed of the right people?*
  - a. Last year: We added the College Council chair and a Public Affairs representative. Was the addition of these two people helpful? Do we need to change or add anyone?
  - b. Is there a set membership? How do you manage that?
  - c. Currently we are open to anyone who wishes to attend. Do we need to define, "open to anyone who wishes to attend"? How do we incorporate additional people into the agenda and decision making processes?
  - d. It isn't clear as to who is welcome to attend. We need clarification of expectations of visitors and where they can join in or not join in.
  - e. We need a chart that displays process from idea to implementation.
- 6) *Do we have strong sponsorship that provides resource and guidance?*
  - a. We need to fine tune and define Presidents Council.
  - b. What information should we share with the general community and how do we communicate this information?
  - c. Decision making processes need to be clarified. We need to involve more people so more ideas and initiatives are brought to the table. We need more input from members of the PC team.
  - d. We need to clarify the agenda process; approval of topics; placing of items on the PC agenda; and determination of appropriate topics. Discussion items have been more substantive in the past year.
- 7) *Group chemistry*
  - a. All agreed the chemistry is good.
- 8) *Results:*
  - a. We need to become synchronized. We need to define consensus and shared governance. We need to develop timelines that are self directed not forced.