PROCESS SUPPORT GROUP MEETING MINUTES

Meeting Date: Aug. 26, 2024

Members in Attendance	**Council Co-Chairs:** ☐ Justine Munds ☒ Lori Hall **Recorder:** ☒ Lori Hall	**Members:** ☒ Jenny Miller ☒ Kirby Gleason ☒ Michell Gipson ☒ Julia Nicholson ☐ Lisa Reynolds	☐ John Ginsburg ☐ Lucas Hann ☐ April Chastain ☐ Jil Freeman ☒ Adrienne Scritsmier

Topic/Items	Category	Notes	Decisions/Action Items
1. Training and templates team check-in	☐ Discussion ☐ Decision ☐ Advocacy ☒ Information	Julia presented the Council recommendation process and the details of the recommendation summary. There was a discussion about whether the recommendation process documentation needed to align with the decision-making steps, with the consensus being that it should at least reference the process. The team also discussed the implementation of AI note-taking, with Julia explaining the process and Adrienne suggesting adding it to the agenda template. Lastly, Julia confirmed changes to the 'memos' to 'Clackamas Communication Quarterly Update' and agreed to send the finalized templates to Lori for distribution.	Julia to finalize templates and send them to Lori as editable documents.
2. Communications team check-in	☒ Discussion ☒ Decision ☐ Advocacy ☒ Information	Discussed issues related to the Governance Communication corner. The team then shared updates on their respective areas of work. Julia reported that her team had finalized and formatted all the templates for consistency, with a focus on creating a visually pleasing and easy-to-use layout. The team also discussed the terminology used in the templates, with Kirby suggesting the use of 'relevant parties' instead of 'stakeholders'.	• Michelle to update the feedback forms with revised confidentiality language and send to Julia for review. • Jenny to check with IT about when shared governance email addresses will be ready.

		Handbook Review and Feedback Lori presented a draft of the Share Governance handbook to the team, seeking feedback. Julia and Kirby noted that no discussions had been held about onboarding and training. Group emphasized the need for faculty input, especially regarding faculty and staff onboarding differences. Adrienne and Michell reviewed the handbook, with Adrienne appreciating it as a good starting point and Michell confirming she had reviewed it prior to the meeting. David's suggested change to the definition of shared governance was also discussed. There was confusion around a statement in the Handbook and agreed to seek more historical information before making any changes. They also emphasized the need for shared governance input in decisions regarding the Handbook's content. The group also discussed their focus for the coming year, which includes completing the TBDs, and acknowledged that some of these tasks may fall under the oversight council's purview. Lastly, Adrienne provided context on the Handbook's language development, noting that previous work may have informed some of the current content. Group agreed that Jil would be the best person to recall previous discussions. Michell then presented the Communication Corner, a shared governance resource with various council-specific blurb, a shared governance feedback form, and links to relevant council websites. The team agreed on the layout and structure of the page, with Lori beginning the process of populating it. **Training Materials and Template Accessibility** The team deliberated on the placement and accessibility of training materials and templates. The team agreed to revisit this decision after further discussion.	• Lori to add council email addresses to the communication corner under each council.
3. Assessment team check-in	☐ Discussion ☐ Decision	No updates	

Topic/Item	Category		Key Points	Facilitator
	☐ Advocacy ☒ Information			
4. Share SG tracking sheet	☐ Discussion ☐ Decision ☐ Advocacy ☒ Information		The team also deliberated on the roles and decision-making authority of the executive team and the oversight group in relation to shared governance. There was confusion about whether the Process Support Group makes decisions or recommendations, and whether the oversight group's role is to oversee or implement decisions. The team also discussed the process of creating and supporting processes for council charter changes, acknowledging some problems with the current process.	Lori to meet with identified recorders to start populating committee pages.
5. Community agreements	☒ Discussion ☒ Decision ☐ Advocacy ☐ Information		The team deliberated on incorporating community agreements into the council's handbook. Lori proposed this idea, and after discussion, the group agreed to include an example of community agreements as a resource in the handbook.	Lori to add community agreements information to the Handbook's shared resources section.
6.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information			

Future Agenda Items for Meetings			
Topic/Item	Category	Key Points: Provide 50 words or less on expected outcome	Facilitator
1.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information		
2.	☐ Discussion ☐ Decision		

	☐ Advocacy ☐ Information			
3.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information			
4.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information			
Upcoming Meeting Date	**Start Time**	**End Time**	**Location**	
Sept. 26, 2024	3:30 p.m.	5 p.m.	Virtual via Zoom	

Guidance for Use:

- *Minutes should be distributed to all members and uploaded to the Shared Governance Website no less than one week after the meeting*
- *For distribution, it is recommended that to save and send as a PDF rather than a Word document to retain formatting (File > Export > Create PDF/XPS)*
- *Minutes naming convention:*
  - *Date(DD/MM/YY)-Council Name-Agenda*
    - *Example: 01-31-24-Council Name-Agenda.pdf*
  - *Do not use spaces, instead use dashes*
- *For recorders who will manually take notes:*
  - *Try to strike a balance between including all key information while being concise, and maintaining relevance to topic at hand. Type in 3rd person.*
- *For councils using Zoom's AI Notetaking:*
  - *Ensure that participants know that AI Notetaking will be used before enabling (similar to norms around recording on Zoom)*
  - *The Recorder is responsible for reviewing the AI developed notes and editing as needed*
- *Regardless of notetaking method, councils should always highlight decisions made and action items (along with due dates and person(s) responsible)*