

# PROCESS SUPPORT GROUP - MEETING MINUTES



Meeting Date: September 26, 2024

<b>Members in Attendance</b>	<b>Council Co-Chairs:</b> <input checked="" type="checkbox"/> Lori Hall <input checked="" type="checkbox"/> Justine Munds	<b>Members:</b> <input checked="" type="checkbox"/> Kirby Gleason <input checked="" type="checkbox"/> Michell Gipson <input checked="" type="checkbox"/> Julia Nicholson <input checked="" type="checkbox"/> Lisa Reynolds <input type="checkbox"/> Lucan Hann	<input type="checkbox"/> John Ginsburg <input checked="" type="checkbox"/> April Chastain <input type="checkbox"/> Jil Freeman
	<b>Recorder:</b> <input checked="" type="checkbox"/> Jen Miller		

Topic/Items	Category	Notes	Decisions/Action Items
<b>1. Recap</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	The team discussed the success of the library open house and the need for an official recorder for the year. Jen Miller will be the recorder for the year, utilizing the AI note taking feature. They also reviewed various updates and initiatives, including “Communication Corner”, the Shared Governance Handbook, and the role of the oversight group in decision-making. Lastly, they discussed the scheduling and organization of the oversight group and the process support group, and considered the possibility of an in-person retreat.	
<b>2. Updates and Initiatives</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<ul style="list-style-type: none"> <li>• The Communications Workgroup discussed various updates and initiatives. Jen, Lori and Michell introduced “Communication Corner” and a streamlined email system for council members to communicate directly. Michell mentioned the creation of feedback forms for Shared Governance and the Process Support Group. The group also worked on the Handbook, with Lori overseeing its reformatting and creation.</li> <li>• The Onboarding Workgroup completed templates, including a new format for memos. The Assessment Subcommittee developed assessment examples and a plan for the year,</li> </ul>	<ul style="list-style-type: none"> <li>• Lori will show Jen how to post meeting notes and agendas on the shared governance page.</li> <li>• Justine and Lori will reschedule the prioritization retreat, as the original October 11th date conflicts with several members' schedules.</li> <li>• Onboarding subgroup will work on developing student participation best practices for councils.</li> </ul>

		including a formative assessment at the end of Fall Term and a summative assessment at the end of the year. The oversight group, consisting of council co-chairs from Executive Team was also discussed.	<ul style="list-style-type: none"> <li>Assessment subgroup will prepare assessment results from Council retreats for the Process Support Group's prioritization retreat.</li> </ul>
3.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>Addressing Overlaps and Decision-Making Processes:</p> <p>Justine discussed the ongoing process of ironing out overlaps between the process support group and the oversight group, highlighting that the process support group can only focus on a few priorities each year. She emphasized the need for consultation with other departments for certain decisions and the role of the oversight group in approving these decisions. Kirby stressed the importance of using the equitable decision-making tools and not being afraid to make decisions, even if they might be wrong. Lori agreed with Kirby's points and suggested shifting the language to the most appropriate level for decision-making. Justine concluded by stating that the oversight group is the venue for discussions with other council co-chairs and the executive team.</p>	
4.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>Oversight Group and Process Support Group Scheduling</p> <p>Discussed scheduling and organization of the oversight group and the process support group. Justine clarified that the oversight group meets on the second Thursday of each month, and suggested that the process support group might want to adjust their schedule to meet before or after the oversight group. The group also discussed the possibility of an in-person retreat, but decided to postpone it due to scheduling conflicts and the need to align with other</p>	

		<p>council retreats. The conversation ended with the decision to reschedule the retreat for a later date.</p> <p>The team discussed the idea of having a retreat in person, with some members expressing their willingness to travel for such an event. The possibility of hosting the retreat at the Wilsonville campus was also considered, with the team acknowledging the potential for a change of scenery.</p>	
5.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>The team discussed their plans to attend the first council meetings during Fall Inservice, with some members opting in and others out. They also considered having slides for presentations but decided against it for now. The idea of training council members on Zoom spaces was brought up, but it was suggested that it might not be necessary due to the busy start of the school year. The team also discussed the possibility of subgroups meeting between now and their next meeting. Lori also encouraged anyone to submit items for future agendas.</p>	
6.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		

Future Agenda Items for Meetings			
Topic/Item	Category	Key Points: Provide 50 words or less on expected outcome	Facilitator
1.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
2.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision		

	<input type="checkbox"/> Advocacy <input type="checkbox"/> Information			
3.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information			
4.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information			
Upcoming Meeting Date		Start Time	End Time	Location
Month, 00, 20XX		Noon	2 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)