PROCESS SUPPORT GROUP MEETING AGENDA

Clackamas Community College

Date: Sept. 26, 2024 | **Time**: 3:30-5 p.m. | **Location**: Zoom | **Recorder**: TBD

Purpose	Guiding Principles
The Shared Governance Process Support Group attends to the care and feeding of the college's Shared Governance structure, including supporting Shared Governance onboarding and training, ensuring effective and transparent communication and documentation, developing and maintaining the Shared Governance Handbook, and assessment and continuous improvement processes related to Shared Governance.	

Topic/Items	Category	Facilitator	Allotted Time	Key Points: Provide 50 words or less on expected outcome
If using AI notetaking or recording, remind participants that recording/AI notetaking will be used before enabling this feature.				
Reading of Land and Labor Acknowledgement			5 min	
1. **Welcome back!**	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Justine and Lori	5 min	

2. **Housekeeping**	☒ Discussion
	☐ Decision
	☐ Advocacy
	☐ Information
		Justine and Lori	15 min	• Designate a recorder for the year
				  o We'll be using an AI assistant, recorder duties are to:
				  o Clean up AI notes
				  o Post meeting notes, agendas on our SG page
				• Student participation
				  o Communications from ASG
				  o Some councils may be seeking student participants already
				  o Onboarding subgroup has it on their list to write out best practices for student participants (how to recruit

				students, how to make student participants feel welcome, etc)
3. Updates from Summer	☐ Discussion ☐ Decision ☐ Advocacy ☒ Information	All	20 min	• Communications subgroup • Onboarding subgroup • Assessment subgroup • Oversight Group (Justine & Lori)
4. What's to Come	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Justine and Lori	10 min	• Prioritization retreat 10/11/2024 o Holding these after councils have theirs. To be seen whether the outcome of those meetings will influence our priorities • Any questions, comments, concerns, things-you-wanna-get-out-theres?
5.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information		X min	
6.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information		X min	

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
This council meets on the second Friday of the month, 10:30 a.m.-noon.			

	Council Co-Chairs:	Members:	☐ Name
Members in Attendance	☐ Name	☐ Name	☐ Name
	☐ Name	☐ Name	☐ Name
		☐ Name	☐ Name
	Recorder:	☐ Name	☐ Name
	☐ Name	☐ Name	☐ Name

Guidance for Use:

- *Agendas should be distributed and uploaded to the Shared Governance Website no less than 7 days before the meeting date*
- *For distribution it is recommended that you save and send as a PDF rather than a Word document to retain formatting (File > Export > Create PDF/XPS)*
- *Agenda naming convention:*
    - *Date (DD/MM/YY)-Council Name-Agenda*
        - *Example: 01-31-24-Council Name-Agenda.pdf*
    - *Do not use spaces, instead use dashes*
- *Be concise, Agendas will be posted publicly to encourage participation*