

PROCESS SUPPORT GROUP - MEETING MINUTES



Meeting Date: November 8th, 2024

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

Topic/Items	Category	Notes	Decisions/Action Items
1. Recap	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<ul style="list-style-type: none"> The team discussed the ongoing transition to a new Shared Governance Process including some challenges with processes and the need for clarification regarding council activities. Discussed the need for a single and clear way for all Councils to communicate with the College at large. This is in the Handbook as a quarterly report-out, but folks may not know that or may not have read the Handbook. Discussed the Process Support Group Retreat which will be in person, that will include some proposed priorities to set during that retreat. Four main priorities: Preparation, Brainstorming, Exploration, and Commitment 	
2. Next Steps	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<ul style="list-style-type: none"> Each Process Support Group member will review college-level documents and list potential “to-do” items in preparation for the prioritization retreat. Although the charter specifies that councils do an assessment, the team agreed that a more informal assessment is necessary due to the lack of understanding of Council activities and the continuation of working out bugs this year. 	<ul style="list-style-type: none"> Justine will send out an email with a meeting recap, action items, and link to the prioritization tools. The team will review foundational materials, brainstorm ideas, sort and eliminate potential priorities.

			<p>based on criteria, and set final priorities.</p> <ul style="list-style-type: none"> • Justine will send out a Doodle Poll to find the best time for an in-person retreat.
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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)*