

# PROCESS SUPPORT GROUP - MEETING MINUTES



Meeting Date: December 13<sup>th</sup>, 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 type="checkbox"/> Lisa Reynolds <input checked="" type="checkbox"/> Lucan Hann	<input checked="" type="checkbox"/> John Ginsburg <input checked="" type="checkbox"/> April Chastain
	<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	<ul style="list-style-type: none"> <li>• The team discussed the importance of attending meetings. The in-person retreat was cancelled due to last minute cancellations and conflicts. We focused on a recommitment of members to the Council and discussed scheduling conflicts with other committees and classes.</li> <li>• Discussed the prioritization documents which lists out many potential goals for the upcoming year. We took some time to look at and provide input for the priorities listed. Questions regarding some verbiage were answered and included the possibility for pay or release time for council members.</li> <li>• We discussed strategies for recruitment and stressed the importance of management support to seek out those who may not otherwise be think to join a Shared Governance Council. Also discussed other suggestions for recruitment such as crowdsourcing and would include resource listings.</li> <li>• It was discussed and agreed upon that while it is important to have members with expertise or experience in specific areas, it's equally important not</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings will be rescheduled to the 3<sup>rd</sup> Friday of each month. Lori will send an updated calendar invite. The time will remain the same from 10:30 a.m. to noon.</li> </ul>

		<p>to exclude anyone wanting to be involved and to foster growth opportunities for new members.</p> <ul style="list-style-type: none"> <li>• We discussed the need for assessment, and meeting groups where they are in the process without pressure to complete priorities beforehand.</li> <li>• The importance of quality improvement and the need for a more systematic assessment process to identify gaps and make informed decisions was also mentioned.</li> <li>• We briefly discussed other committees and where they might “live” within the Shared Governance Councils. We discussed providing students opportunities to participate should be a top priority.</li> </ul>	
<p><b>2. Next Steps</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Discussion</li> <li><input type="checkbox"/> Decision</li> <li><input type="checkbox"/> Advocacy</li> <li><input type="checkbox"/> Information</li> </ul>	<ul style="list-style-type: none"> <li>• Recruiting Shared Governance Members</li> <li>• Assessment and Restructuring Committees <ul style="list-style-type: none"> <li>○ Julia offered to facilitate a conversation about what success in Shared Governance looks like the first year.</li> </ul> </li> <li>• Prioritization <ul style="list-style-type: none"> <li>○ The group agreed that the growing list of prioritizations was starting to feel overwhelming and not realistic. It was suggested to break it down into sub groups to help distribute the work.</li> <li>○ The group discussed the need for a Process Support Group Charter as a resource for staff,</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lori and Justine to draft a message for recruiting new members to the Process Support Group in the first week of next term.</li> <li>• Lori to update the shared governance website, including adding a link from the old website to the new committees’ pages.</li> <li>• Council members will read over the prioritization list and we will decide on the top 3 priorities we want to focus on for the coming year, at our next meeting. We will further discuss sub-groups and what needs to happen before other work can move forward.</li> </ul>

		student groups, and other Councils. This would include processes and term lengths for members.	
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