

PROCESS SUPPORT GROUP - MEETING MINUTES



Meeting Date: January 17, 2025

Members in Attendance	Council Co-Chairs: <input type="checkbox"/> Lori Hall <input checked="" type="checkbox"/> Jen Miller	Members: <input type="checkbox"/> Lucas Hann <input checked="" type="checkbox"/> Laura Lundborg <input checked="" type="checkbox"/> Sylvia Valdes <input type="checkbox"/> Margaret Mallatt <input type="checkbox"/> Jil Freeman	<input checked="" type="checkbox"/> Kirby Gleason <input checked="" type="checkbox"/> John Ginsburg <input checked="" type="checkbox"/> Adrienne Scritsmier <input checked="" type="checkbox"/> Julia Nicholson <input checked="" type="checkbox"/> Justine Munds <input checked="" type="checkbox"/> Joseph Traver
	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	<p>The Process Support Group met to discuss work groups and review council priorities, with Jenny presenting a template for the oversight group to assess council priorities. The group discussed creating a rubric to evaluate priorities and agreed to separate tasks, focusing first on creating a template. They also discussed multiple forms related to council priorities and council work, with suggestions to combine them into a single document, and concluded by creating work groups and planning winter meetings.</p>	<p>Jen and Justine will partner up and take all the suggested edits and work on the templates together. They will send them to the group for approval before Lori and Jen present them to the Oversight Group at their retreat.</p>
2. Priorities Review Process	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>The group expressed frustration about being assigned work by other groups, while PSG have yet to complete their own work.</p> <p>Council Priorities Review Process</p> <p>The Process Support Group met to discuss work groups and review council priorities. Jenny presented a template for the oversight group to assess council priorities, focusing on clarity, alignment with institutional goals, and feasibility. Justine and Laura raised questions about the timeline for implementing this process and the need for councils to</p>	

develop their priorities. The group acknowledged that the current priorities were submitted in the fall, and there is no established timeline for councils to create their priorities.

Rubric Development and Governance Concerns

The group discussed creating a rubric to evaluate priorities, with suggestions to create a point system and proposing a more detailed grading rubric with specific criteria.

Concerns were expressed about the Oversight Group's timelines and the impact on shared governance, which will be addressed at an upcoming Oversight Group retreat.

Council Priorities Form Development

The group discussed creating a form to support the oversight group's approval of Council priorities, with clarification that the form has two parts: a template for all councils and a place to input their own priorities. They agreed to separate the tasks, focusing first on creating the template. The discussion highlighted some confusion about the requirements, with many in the group expressing the need for more clarity, which they hope will be addressed during the upcoming retreat.

Forms and Work Groups

The group discussed multiple forms related to priorities and council work. They clarified that one form is for oversight group approval while another is for internal council tracking. Suggestions for combining these into a single document with different viewing options came up. The group agreed to present these forms to the oversight group retreat for approval. They also discussed creating work groups to tackle various priorities. The conversation ended with plans to schedule winter meetings and report back on progress.

3. Workgroups	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Jenny displayed a workgroup signup sheet and team members signed up for workgroups.	Workgroups were formed. With those only having 1 person, Jen or Lori will step in.
4. Next Steps	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	Communication continues to be a concern. The group agreed that having a workshop with all councils regarding communication would be beneficial.	Jen will bring up this possibility to the Oversight Group retreat. Julia has volunteered to lead workshop activities.

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
February 26, 2025	3:30	5 p.m.	WC225 or 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)*