“Whew! That was close! We almost decided something!”
COMMITTEE CHAIR TRAINING

FLEX W786
Friday, September 29, 2017
10:30am – 12pm
RM: 852

PRESENTER:
CHRISTOPHER HOWERTON (WCC SENATE VICE-PRESIDENT)
INTRODUCTIONS AND GOALS FOR THIS WORKSHOP

• Develop a shared understanding of expectations for all WCC Committees
• Goal setting for your committee work
• Share a few “best practices”, “tips & suggestions”
• Tips for effective meetings
• Sample agendas and other communication documentation of your committee
• Committee website preview (SLO Committee)
GOAL SETTING FOR YOUR COMMITTEE

• Establish a clear charge for your committee’s work (documented in an operational agreement/ purpose statement)

• “The 4 C’s” of effective goals
  • CLEAR
  • COLLABORATIVE
  • CHALLENGING
  • COMMITMENT
TOP COMPLAINTS ABOUT MEETINGS

• Key individuals are not in attendance or late
• Members of the group monopolize the conversation/ reroute conversations
• Information about the meeting was not provided in a timely manner
• Unclear purpose for meeting
• Participants are unprepared
• Decisions made in meetings are not implemented
YOU ARE GIVEN A SNEAK PEAK

• YCCD Meeting Guidelines (e-mail communication)
• Developed by a task team identified during 2017 Leadership Retreat
  • – Dr. Mayo, Elena Flacks, and myself
• Currently being reviewed by DC3.
YOUR RESPONSIBILITIES AS A COMMITTEE CHAIR

• **Meetings**
  • “Efficient, effective meetings neutralize negative attitudes group members often have about meetings. As the chair, there are several ways that you can structure meetings to make them more efficient and effective decision-making arenas” (Rothwell, 2013, p. 280)
    • Don’t call a meeting unless there is no good alternative
    • Contact every participant
    • Prepare a clear agenda and distribute it to all participants a few days in advance of the meeting
    • Move the agenda forward
    • Designate a specific time allotment for every discussion item
    • Reserve a few minutes at the end of the meeting to determine whether the objectives of the meeting were accomplished
    • Distribute the minutes of the meeting as soon as possible
YOUR RESPONSIBILITIES AS A COMMITTEE CHAIR

• **Other Functions**
  • Orientation of new members and establish group norms
    • **Tip/Suggestions**: Group members also have responsibilities. Be organized when speaking and don’t ramble, speak to points made only when your contribution might add light not just heat, state your arguments clearly and directly, use evidence to support arguments when possible, listen carefully to the discussion and state opposing points of view fairly.
  • Establish and schedule meeting space (including technology for remote participation if appropriate) CCCConfer options with voice only, or with computer access.
  • Consider developing, AND MAINTAIN an e-mail list/ or one drive group
  • Provide updates and reports to College Council, Academic Senate
  • Maintain repository of agendas, minutes, and support documents on committee website
AGENDAS

- **Agendas** should include:
  - Name of committee
  - Date, time, length of meeting and location of committee meeting
  - Participants/Resources (vacant slots?)
  - Items to be discussed, time allocations for each item, who is the responsible committee member to lead the discussion or action item, may include links for reference documents

**Other optional elements:** Committee goals, link to Accreditation standards or other college/district strategic goals, reminders about remaining or next meeting date and time, and/or a “parking lot” of items for future discussions.
• **Minutes/Notes**
  
  • Note participants (who was present and who was absent) and guests
  
  • Organize by agenda item, provide enough information that someone who was not at the meeting will understand the discussion and major decisions that were made
  
  • For any action items, identify responsible party, and timeline (Who and by When?)
  
  • Should include: what was discussed, who said what, what action was taken, and what remains to be deliberated
  
  • Minutes should provide a gist of a meeting. DO NOT attempt to provide a transcript, DO NOT include confidential information
  
  • Keep language neutral and unbiased
    
    • Examples of **biased** language “Christopher freaked” “Christopher had a meltdown” “Christopher begged and pouted when his proposal was rejected”
**Academic Senate Agenda**

**Date:** Friday, April 28, 2017

**Time/Location:** 1-3 PM / WCC Room 113 & LCC Room 115

### Senate Roles and Responsibilities (The 10+1)

<table>
<thead>
<tr>
<th>Number</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1.</td>
<td>Curriculum, including establishing prerequisites and placing courses within disciplines.</td>
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<tr>
<td>2.</td>
<td>Degree and certificate requirements</td>
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<tr>
<td>3.</td>
<td>Grading policies</td>
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<tr>
<td>4.</td>
<td>Educational program development</td>
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<tr>
<td>5.</td>
<td>Standards or policies regarding student preparation and success</td>
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<tr>
<td>6.</td>
<td>District and college governance structures, as related to faculty roles</td>
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<td>7.</td>
<td>Faculty roles and involvement in accreditation processes, including self-study and annual reports</td>
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<td>8.</td>
<td>Policies for faculty professional development activities</td>
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<td>9.</td>
<td>Processes for program review</td>
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<tr>
<td>10.</td>
<td>Processes for institutional planning and budget development</td>
</tr>
<tr>
<td>11.</td>
<td>Other academic and professional matters as mutually agreed upon between the governing board and the academic senate</td>
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</tbody>
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### Senators:

- Matt Clark (President), Donna McGill-Cameron (CTE), Doug Stone (WCC Part-time), Jaya Shah (Math & Science), Kevin Ferns (Secretary, FaLaHum), Greg Gassman (Social Science), Pam Geer (LCC Part-time), Christopher Howerton (VP, At-large), Jose Vallejo (Student Services), Mike Papin (LCC)

### Ex-officio Members:

- Ali Harder (ASWCC President)

### Agenda Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Type</th>
<th>Lead</th>
<th>Jack</th>
<th>Goal and Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Public Comment</td>
<td>Discussion/Decision</td>
<td>Howerton</td>
<td></td>
<td>Guests are welcome to comment on any item on the agenda or not on the agenda. For items on the agenda, they may comment now or during the discussion of that item.</td>
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<tr>
<td>III</td>
<td>Approval of Minutes-Action</td>
<td>Discussion/Decision</td>
<td>Howerton</td>
<td></td>
<td>Review and approve the minutes of 4/14/17 regular meeting.</td>
</tr>
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<td>IV</td>
<td>President's Report - Information</td>
<td>Discussion/Decision</td>
<td>Berry</td>
<td></td>
<td>Objective: 1. Receive update on work of the Curriculum Committees. 2. Appoint faculty members to committees.</td>
</tr>
<tr>
<td>V</td>
<td>Vice President's Report</td>
<td>Information</td>
<td>Howerton</td>
<td></td>
<td>Objective: 1. Receive update on work of the Curriculum Committees. 2. Appoint faculty members to committees.</td>
</tr>
<tr>
<td>VI</td>
<td>Allocation of Professional Development (PD) funds from Faculty Enhancement Monies for FT Faculty - Information/Discussion</td>
<td>Information/Discussion</td>
<td>McCabe</td>
<td></td>
<td>Background: In the 2016-17 district budget, the Board of Trustees allocated $500k of the Faculty Enhancement monies (that the district had received from the state for tenure track hiring), for full-time faculty professional development. Recently the district allocated monies to the two colleges, for use this year and next. The Chancellor stated that the Board of Trustees wants the monies to support PD activities tied to improved student outcomes. Objective: Sharing of a draft plan for local allocation of the resources and collecting of feedback to inform the final allocation process.</td>
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COMMITTEE WEB PAGES

In progress:

WCC Home Page
OTHER CONSIDERATIONS

- Brown Act
- Parliamentary procedure