"NOW TURN YOUR ATTENTION TO ITEM NO. 167 ON YOUR AGENDA ..."

COMMITTEE CHAIR TRAINING

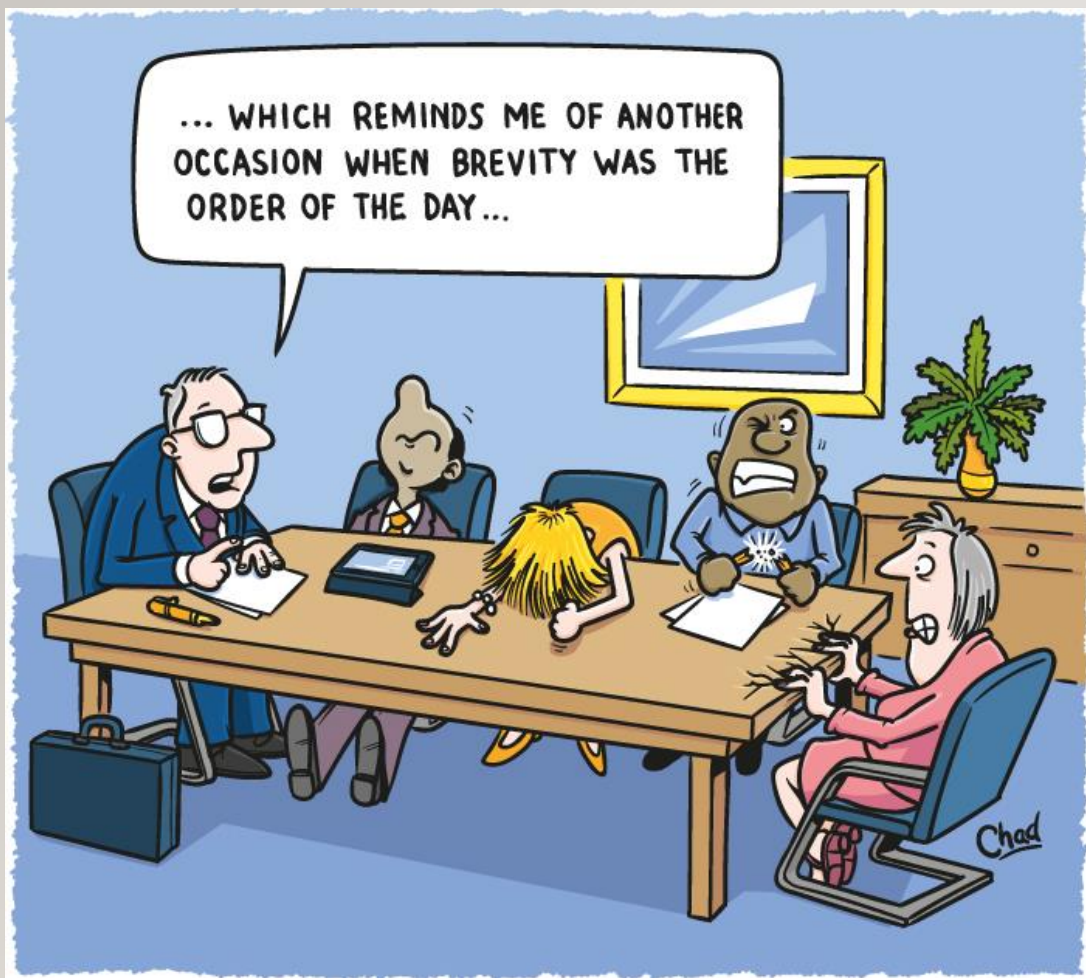**FLEX W886**

Thursday August 9, 2018
9:00am – 11:00am
RM: 113

PRESENTER:

CHRISTOPHER HOWERTON (WCC SENATE PRESIDENT)

... WHICH REMINDS ME OF ANOTHER OCCASION WHEN BREVITY WAS THE ORDER OF THE DAY...

Chad

"Whew! That was close!
We almost decided something!"

GEFF

This two-hour meeting was almost as productive as a single, well-written email.

someecards

"And should there be a sudden loss of consciousness during this meeting, oxygen masks will drop from the ceiling."

9 Hours Later...

"Hurray! Meeting adjourned!"

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

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

HANDOUT TIME

YCCD Meeting Guidelines and Effective e-mail communication (Developed by a workgroup from the YCCD Leadership Summit 2017)

ASCCC Executive Committee Community Norms (Feb 2018)

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 / Zoom 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 including updating Committee Operating Agreements for the College Handbook with accurate membership.
  - Request members for vacant or termed-out slots. Request from the correct body (i.e. *Senate-Faculty both full and part-time, CSEA-classified staff member, ASWCC-students*, etc.)
  - 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

- **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"

Document 1 (left)

Woodland Community College
Student Learning Outcomes Committee

AGENDA

DATE: Thursday, April 27, 2017
TIME: 12:00pm – 12:50pm
LOCATION: 621

Members: C. Howerton (Coordinator), B. Asmus (Curriculum), A. Konuwa (Sponsor), M. Chahal (Dean of Instruction), S. Martinez (Dean of Student Success), J. Shah, E. Spears, Stephanie Touchman, (ASWCC representative - Vacant), (Classified representative – Vacant).

TIME	TOPIC	LEADER	BACKGROUND/ ACTION
12:00 - 12:05	1. Announcements/Check In 1. ASCCC Plenary updates 2. Meeting schedule for 17-18 3. The SLO Lane 4. Membership (LCC rep & PT rep) 5.	All	Info – This is a standing agenda item where the committee can share general announcements and check-in items.
12:05 - 12:08	2. Approval of Agenda and Minutes 1. Approve 4-27-17 agenda 2. Approve 4-13-16 minutes	Howerton	Action – Review the agenda and draft minutes. Previous minutes are reviewed and formalize...
12:08 - 12:20	3. Accreditation/ IEPI 1. Input for Standard IIA 2. IEPI Response 3. Updates 4.	Howerton, Konuwa	Info/Discussion – This is a standing agenda item for informational updates and planning.
12:20 – 12:35	4. SLO Development 1. Update on iSLO pilot 2. Next step: ...entry sur... mapped to exit survey i... 3. Ideas for FLE...devel...t training...? 4.	Howerton/ Martinez	Info/Discussion – an expanded pilot of our ISLO survey is to be administered with students who are filing for graduation. Need to develop an entry survey to be given during student orientation that maps to the exit survey items FLEX training needs?
12:35 – 12:45	5. Pl...al s...ester meeting 1.	Howerton/ All	Info/Discussion – Next meeting will be our final meeting of the semester. This agenda item will allow the committee to focus our final discussion for the semester. Review of our goals
12:45 – 12:50	6. Other/Topics for next meeting/ Adjourn 1. SLO Handbook	All	Discussion

Next meeting will be May 11th

Future Meetings: (Fall 2016) 8/25, 9/8, 9/22, 10/12, 10/27, 11/10, 12/8; (Spring 2017) 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, 4/27, 5/11

COMMITTEE GOALS:
1. Increase student understanding and awareness about SLOs Improve communication and inclusion of adjunct in SLO processes.- ON GOING
2. Increase dialogue about results and increase the use of results in campus decision making processes
3. Support ongoing development and assessment of AUOs and work with curriculum committee with GE assessment efforts.
4. CLC-WCC Realignment SLO training, development, assessment planning.
5. Develop an official SLO handbook
6. Review frequency of currently assessed SLOs

Document 2 (right)

Academic Senate
Agenda

Woodland Community College

Date: Friday, April 28, 2017   **Time/Location:** 1-3 PM / WCC Room 113 & LCC Room 115

Senate Roles and Responsibilities (The 10+1)	
1. Curriculum, including establishing prerequisites and placing courses within disciplines.	7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
2. Degree and certificate requirements	8. Policies for faculty professional development activities
3. Grading policies	9. Processes for program review
4. Educational program development	10. Processes for institutional planning and budget development
5. Standards or policies regarding student preparation and success	11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate
6. District and college governance structures, as related to faculty roles	

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** (C... & LCC Part-time), **Christopher Howerton** (VP, At-large), **Jose Vallejo** (Student Services), **Mike Papin** (LCC)

Ex-officio Members: **Ali Harder** (ASWCC President)

Item	Description-Type	Lead	Background and Objective
I	**Approval of Agenda - Action**		Approve agenda of 4/28/17.
II	**Public Comment** *Discussion*		Guests here we come 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.
III	**Approval of Minutes-Action** *Discussion/Decision:*		Review and approve the minutes of 4/14/17 regular meeting.
IV	**President's Report - Information** *Discussion/Decision:*	Clark	
V	**Vice President's Report** 1. Curriculum Update – Information 2. Committee Appointments – Action 3. Other – Information *Discussion/Decision:*	Howerton	**Objective**: 1. Receive update on work of the Curriculum Committees. 2. Appoint faculty members to committees.
VI	**Allocation of Professional Development (PD) Funds from Faculty Enhancement Monies for FT Faculty – Information/Discussion** *Discussion/Decision:*	McCabe, Senate	**Background**: In the 2016-17 district budget, the Board of Trustees allocated $100k 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.

COMMITTEE WEB PAGES

In progress:

WCC Home Page

Examples:

- WCC Academic Senate

- SLO Committee

- Curriculum Committee

OTHER CONSIDERATIONS

- Brown Act

- Parliamentary procedure

<mark>Additional Resources for these can be found on WCC's Academic Senate Web Site under " "Other Resources" tab.</mark>

https://wcc.yccd.edu/about/committees/academic-senate/

QUESTIONS?