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**University of Minnesota Morris Digital Well**

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Steering Committee

Campus Governance

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2-5-2013

## All committee chair meeting 02/05/2013

Steering Committee

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Joint meeting of Steering Committee and Committee Chairs  
September 17, 2012

Present: Zak Forde, Jennifer Goodnough, Brook Miller, Roger Wareham, Ted Pappenfus, Rita Bolluyt, Peter Bremer, Tammy Berberi, LeAnn Dean, Sheri Breen, LeAnn Dean, Tim Soderberg, Jacqueline Johnson, Margaret Kuchenreuther, Jennifer Deane, Matt Senger, Dave Swenson, Sylke Boyd, Jayne Blodgett, Jeff Ratliff-Crain, Joey Daniewicz

Jeff Ratliff-Crain, Chair of the Steering Committee noted that we are mandated by the Constitution to hold the joint meeting every semester. The agenda for the meeting today includes:

- Introductions
- Tips for being an effective chair
- Brief committee reports on what issues your committee will be addressing
- Getting items on Campus Assembly agenda
- Communication with the rest of the campus

**Tips for being an effective chair:**

- You have chosen to accept a role that may often seem like herding cats, but there are ways to improve how your meetings flow
- Set an agenda and send it out before the meeting (even if your agenda is to brainstorm ideas, make sure people know what the plan is for the meeting)

- So, for instance the SC would like to recommend that all committees meet on a regular basis, even if you haven't been handed a task, so perhaps your first meeting will be a chance to discuss possible projects as well as review the charge of your committee

- An agenda can also help keep meetings moving along; CA now has time frames; try to stick to those times as best as possible

- Have a goal for the meeting (by the end of the meeting we want to have ...)
- Make sure all necessary parties are invited/ can attend the meeting
- Make sure people know the meeting expectations prior to arriving (for instance, if they need to read a report or something prior to the meeting, it's good to know that)
- During the meeting be conscious of who might be speaking too much and who might not be participating as much; watch body language and make adjustments as necessary; keep the meeting on topic

- Assign a note-taker; ask him/ her to include notes about who was assigned to do what
- Send out minutes in a timely manner (more on this later)
- Other suggestions?
  - prioritize agenda items; neither begin nor end with items that are “for action” in the event people arrive late or have to leave early
  - include “in these minutes” at the beginning of the minutes and list topic

**Brief committee reports on what issues your committee will be addressing**

Academic Support Services – Sylke Boyd, Chair

- Learning Commons task force
- New construction projects on campus
- Invite the leader of Academic success for their needs
- Look at IT recommendations from Computing Services
- Green reinvestment fund

Multi-Ethnic Experience Committee -- Jennifer Deane, Chair

- committee has not met
- DiversiTea reception was held last week
- plan to talk about committees charge about enhancing a comfortable, supportive environment for students of different ethnic backgrounds
- have collected ideas/ suggestions from the campus

Planning Committee – Margaret Kuchenreuther, Chair

- continue consideration of the right comparison group for UMM
- summarize data on target for the right number of students
- continue to look at the Strategic Plan
- review/ endorse capital plan/ HEAPR requests

International Programs Committee – Tim Soderberg, Chair

- review requests from students and faculty/ staff who want to study abroad or attend programs
- will keep working on evaluating proposals for the new International Service Learning Grant
- in collaboration with the Dean’s office, renegotiate contract with Learning Abroad Center on TC campus

Consultative Committee – LeAnn Dean/ Brook Miller, Co-chairs

- a message to campus has gone out inviting issues that need to be addressed
- some redirection of those concerns to appropriate offices might happen
- committee has met with senior leadership
- will be updating committee website

Student Affairs Committee – Peter Bremer, Chair

- will be discussing optimal percentage of campus housing
- Louie’s Lower Level is near completion

- revisit student list serve policy, may use an opt-in system
- discuss community meal plan
- discuss 10 hour per week student employment cap

Faculty Development Committee – Rita Bolluyt, member

- will be reviewing evaluations from fall faculty development workshop
- planning workshop for next year
- working on faculty release time project – Pilot Program – faculty can apply for course release or summer salary

Assessment of Student Learning -- Ted Pappenfus, Chair

- last year we looked at general education requirements and how they align with student learning
- report due to Higher Learning Commission on assessment – will be drafting report
- look at institutional assessment plan

Faculty and P&A Affairs Committee—Roger Wareham

- anticipate top issue will be salary and work load
- P&A leaves will be discussed—who funds them
- will have an open discussion/ town meeting soliciting issues instead of an email solicitation

Scholastic Committee – Jennifer Goodnough, Chair

- committee website is up-to-date with new model
- committee will address usual petitions
- Admissions and retention are standard things we review
- review Academic integrity
- review academic alert
- will look at ISO scores – implications for students coming with lower ESL
- will look at transfer courses – standardize skill courses in lifetime fitness
- will review prior learning credits in various forms

Membership Committee – Zak Forde, Chair

- will meet as needed, anticipate relatively heavy workload in spring—elections, committee staffing and recommendations
- will deal with committee vacancies through the year
- working with the chancellor to have a discussion on RAR and next steps
- looking at constitutional mandates for committees role in administrative review process and those mesh together with University policy
- looking at general role for staffing committees that are not constitutional or core standing committees

Curriculum Committee

- mostly catalog updates

**Getting items on Campus Assembly agenda**

Committee chairs should contact Jeff Ratliff-Crain or Carrie Grussing if they have agenda items for Campus Assembly. If you anticipate something might be contentious, please let us know we can plan accordingly on the agenda.

The Steering Committee will meet on the following dates:

Monday, September 24, 2012

Monday, October 29, 2012

Monday, November 19, 2012

Campus Assembly will meet:

Tuesday, October 2, 2012

Wednesday, November 14, 2012

Thursday, November 29, 2012 (if necessary)

### **Communication with the rest of the campus**

The campus governance page and committee websites need to be updated to reflect the new Constitution. Matt Senger showed an example of how the committee pages should look. It was suggested that a template will be created for each committee so they simply have supply the information. Please continue to send minutes to Jayne in a timely manner in either a word doc or pdf. Keep in mind the digital well is not password protected.