

University of Minnesota Morris Digital Well

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Steering Committee

Campus Governance

Spring 2019

Steering annual report 2018/2019

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Steering Committee
Annual Report 2018-19
drafted by Tammy Berberi

Members: Tammy Berberi (Chair), Ted Pappenfus (Vice-Chair), Kari Adams*, Michelle Behr, Andrew Bricachek, LeAnn Dean, Carrie Grussing (admin staff, non-voting), Tim Lindberg (Parliamentarian, non-voting), Annika Nelson, David Roberts, Angie Senger*

*In late October, Kari Adams replaced Angie Senger as USA representative on Steering due to conflicts in Community Hour Scheduling.

Committee Charge: The Steering Committee has the following responsibilities (excerpted from the UMM Constitution):

- A) To prepare agendas and schedule meetings of the assembly;
- B) To request and receive reports and recommendations for action by the assembly;
- C) To develop, with the assistance of the chancellor, an annual agenda for the Campus Assembly and its committees;
- D) To advise the administration on issues that do not fall under the purview of any assembly committee;
- E) To apprise appropriate committees or the assembly of any matter the Steering Committee considers appropriate;
- F) To schedule a meeting of the chairs of all assembly committees at least once per semester in order to promote communication and coordination among the committees. The first such meeting each academic year shall include a discussion of how committees function and interact with the Campus Assembly as well as how to be an effective committee chair;
- G) To monitor the functioning of the Campus Assembly and its committees and to recommend needed changes in structure; In particular, the Steering Committee shall periodically evaluate the productivity and necessity of each standing committee and consider whether its responsibilities are appropriately delineated;
- H) To carry out other functions assigned to it by the assembly.

Summary of activities

Campus Assembly meetings

Steering prepared the agendas for what is now a monthly meeting of the Campus Assembly on the first Tuesday.

Strategic Visioning process (update):

This process was begun by the Chancellor during the 2017-18 AY and continued this year. In November 2018, CA endorsed a Vision comprising 8 'aspirational statements,' as follows:

Vision

The University of Minnesota Morris will be a national leader in collaborative and innovative 21st-century liberal arts education.

Grounded in our sense of history and place and our commitments to access and sustainability, we will integrate scholarly and creative work, community-building, and outreach into our rigorous academic programs. Our diverse community will inspire and equip students to connect their passions to meaningful futures.

Aspirational Statements

- 1) Honor our liberal arts tradition by preparing students to create and discover solutions to complex problems of the 21st century, through inquiry, community-engaged learning, and rigorous experiential projects across the curriculum, including integrated first-year and capstone experiences.
- 2) Strengthen our commitment to scholarship by supporting faculty, staff, and students in research and creative activities.
- 3) Develop integrated strategies to build and maintain an optimal and sustainable student body size while also recruiting and retaining high quality faculty and staff.
- 4) Ensure that UMM is a leader in environmental, social, and economic sustainability.
- 5) Acknowledge the first peoples of this land and this land's history as a boarding school through curriculum, programming, and partnerships with Native students and communities, as well as through visual markers on campus.
- 6) Create a democratic community committed to open communication where students, faculty, staff, and local community members from all backgrounds are empowered to contribute to the decisions, infrastructure, and liberal arts education on UMM's campus.
- 7) Provide full accessibility to all of UMM's teaching, living, service, and learning spaces and technologies to create an inviting and usable environment for everyone on our campus.
- 8) Amplify UMM's place as a center for education engaged with the region, state, nation, and world, and solidify its role within the University of Minnesota system so that it can strengthen and be strengthened by the system campuses.

Vision and Aspirational Statements endorsed by members of Campus Assembly on 11/8/18

Over the spring semester, small workgroups comprising faculty, staff, students, and community members formulated recommendations about statement #1, 3, 5, and 6; these recommendations were presented to the campus community for prioritization (by means of an interactive process). The top ten priorities that emerged in that process were presented to Campus Assembly for endorsement at the May 7 Campus Assembly meeting (see May 7

Campus Assembly Agenda) and a two-week e-voting period opened thereafter. Remaining aspirational statements (#2,4, 7, and 8) will be taken up in fall 2019.

RESULTS: The Top 10 Visioning and Planning Priorities were endorsed by 88% of votes cast by CA members (see May 7 Campus Assembly agenda packet for a complete list).

Open Access to UMM Digital Well

On the heels of a Board of Regents meeting where access to information was a topic of discussion, the Chancellor wondered about the complexity of open access for university documents: does someone reading them at a distance have adequate context to understand their implications? Briggs' librarian Naomi Skulan visited a Steering meeting with a number of solutions that would protect data in the Well, but none of these were ideal. As a member of Steering, LeAnn Dean developed a [template for committee minutes](#) and we integrated attention to the matter into the [Best Practices for Committee Chairs](#).

Community Hour

The Community Hour continues to be a work in progress. In Steering, we considered how to limit Campus Assembly to one hour per month. We realized the benefits of a flexible schedule: adding Division meetings and additional CA meetings in November and May supported a community wish for more spaces for deliberation and discussion. From mid-October to mid-November 2018, Steering maintained a Gform portal for [feedback](#) about the early months of Community Hour. While feedback was overwhelmingly positive, with more than 90% positive or neutral comments, it did reveal several scheduling conflicts. The results of the Assembly vote on Group 4 Amendments may resolve them. Steering will review the schedule in light of voting results and rearrange the meeting schedule to resolve remaining conflicts.

Summary of recommendations:

- Avoid scheduling campus-wide events and meetings beyond governance in order to maintain the flexibility that Community Hour affords (to schedule extra meetings related to governance, for example, as happened 3x this year)
- Individual units should continue to make adjustments to work schedules that allow people to participate in governance.
- Generally, Curriculum Committee meets weekly during a catalog year. Alternate weeks will have to be scheduled outside of Community Hour, since meeting weekly during Community Hour prevents its members from participating in other meetings. Happily, 2019-20 is not a catalog year.
- In an effort to improve communication and encourage engagement, draft CA minutes should continue to be published to the UMMCAMPUSASSEMBLY@ and the umm-all-employees@ lists within a week of the meeting.

Known conflicts in Community Hour scheduling were resolved with the outcome of the vote on Group 4 Amendments (see below). The revised Community Hour schedule is as follows:

Tuesdays	Thursdays
Steering Committee	Consultative Committee

Curriculum Committee	Membership Committee
Planning Committee	Equity and Diversity Committee
Scholastic Committee	Faculty & P&A Affairs Committee
Student Affairs Committee	Finance Committee

Group 4 Amendments

In the spring semester, Steering reviewed Group 4 Amendments that were tabled in fall '17 in order to manage the Higher Learning Commission process, a full audit, the strategic planning process on the Morris campus, etc. The taskforce that made the recommendations in 2016 included Dave Swenson, Matt Zaske, and Mike Korth; at that time, Jon Anderson was Chair of Steering. Based on an audit of minutes in the UMM Digital Well, the Group recommended eliminating

- Academic Support Services Committee
- Assessment of Student Learning Committee
- Consultative Committee
- Faculty Development Committee
- Functions and Awards Committee
- International Programs Committee

and revising the charge of the Multi-Ethnic Experience Committee. [The original documentation](#) was presented to Campus Assembly and the proposed amendments were discussed at the April 30 and May 7, 2019 Campus Assembly meetings. Voting via e-ballot opened on May 8 and closed on May 21. Provision G of Steering's charge empowers it to manage the outcome of the vote (i.e. to make recommendations about alternatives to working in committee).

RESULTS:

- Consultative Committee was NOT eliminated since votes in favor did not reach the minimum threshold ($\frac{2}{3}$ of all votes cast) for changes to the Constitution. 55% of CA membership voted in favor of elimination
- All other proposed changes were adopted, since votes in favor exceed the minimum threshold for changing the by-laws (a simple majority of votes cast). Outcomes were as follows:
 - Assessment of Student Learning Committee (92.9% of votes cast favored the amendment, i.e. elimination)
 - ASSC: (81.3%)
 - Faculty Development Committee (63.7%)
 - Functions & Awards (57.3%)
 - International Programs (61.2%)
 - Update name, committee charge, and constitutional status for the Multi-Ethnic Experience Committee (93.5%)