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Steering Committee

Campus Governance

8-29-2019

Steering minutes 08/29/2019

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Minutes of the Steering Committee

Thursday, August 29, 2019

Members Present: Ted Pappenfus, Jennifer Goodnough, Michelle Behr, David Roberts, LeAnn Dean, Kari Adams, Sam Rosemark, Tim Lindberg

Ted Pappenfus, Chair of Steering, began the meeting with introductions. He also reviewed the committee charge and membership.

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.

Tim pointed out that Steering typically focuses on the first three responsibilities because they are usually the most pressing.

Approval of minutes

Campus Assembly minutes from 5-7-19 were approved as presented with 1 abstention. Steering Committee minutes from 4-23-19 were approved as presented with 1 abstention.

Review & finalize draft agenda for September 3, 2019 Campus Assembly

Jenn talked about the potential of Campus Assembly and that it would be very motivational. In addition to including the history of Campus Assembly link, Steering agreed to ask a faculty

member to talk about Assembly. Michelle added this is an opportunity for real conversations and discussions, wrestle with issues and she welcomes that.

Tim reported he is hearing that people are concerned about how the work of the committees that were eliminated will be done.

Steering agreed to cycle the committees and have them report at Campus Assembly meetings under Campus Committee Reports. All committees are welcome to comment. At this meeting Steering and Curriculum will be asked to give a two-minute report. Steering will also ask 2019-20 committee chairs introduce themselves.

For All University Reports, Steering will ask representatives to introduce themselves. All committees are welcome to comment here as well. At this meeting, Jenn will talk about SCEP.

LeAnn asked about the number of people who have been removed from Campus Assembly. Carrie will work on getting a list ready to share with Steering.

Review 2019-20 Community Hour schedule

Jenn has heard that occasionally committees do not meet due to lack of agenda items. It would be good data collection to find out if committees are using their allotted time and if they are scheduling additional meetings. Michelle said Steering should continue to track requests for what's acceptable during that time. Tim believes the expectations are not clear. Jenn noted that if we are at capacity with campus governance, then we're at capacity. If we're not, then we should let people use the community hour but we need to have a procedure and plan in place. LeAnn asked if we could solicit that information at the joint meeting of Steering and committee chairs.

Other

LeAnn also wondered if every committee has an EDI advocate. Advocates on the Steering Committee are LeAnn and Kari.

Meeting adjourned at 12:35.