

University of Minnesota Morris Digital Well

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Steering Committee

Campus Governance

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3-23-2020

### Steering minutes 03/24/2020

Steering Committee

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**Steering Committee Meeting**  
Tuesday, March 24, 2020  
Members connected remotely via Zoom

Present: Michelle Behr, Lindsey Roemeling, Dave Roberts, Jennifer Goodnough,  
Ted Pappenfus, Tim Lindberg, LeAnn Dean, Kari Adams, Sam Rosemark

**Minutes from 3.3.20 Campus Assembly approved as presented with one abstention. Minutes from 3.10.20 Steering Committee approved as presented.**

**Announcements**

Ted asked committee members for their thoughts on how to move forward with Campus Assembly and campus governance in these unusual times. Michelle added that while we will not have a face-to-face Assembly meeting, we do have some important initiatives: approving CSLOs; finishing the Strategic Visioning and Planning aspirational statements and action steps; and Scholar of the College nominations. She would like us to be mindful of the critical functions that need to be done this semester and think about what can wait until fall semester.

Some suggestions for holding Campus Assembly include Zoom, Canvas or a Webinar. Presentations or supporting documentation could be posted to a Canvas site followed by an electronic vote. Tim noted that our current Constitution and Bylaws does not have language about conducting meetings remotely. At some point, we should include that language so there's clarity. Given that committee chairs are wondering how to proceed, Ted will draft a joint message with preliminary ideas for how to move forward. Steering agreed that the Campus Assembly meeting scheduled for March 31 will be cancelled. Ted will send a message to the campus. Steering will plan to meet during that scheduled time.

The following message will be sent to the campus community:

Dear Campus Community,

As a follow up to our previous communication on March 24, 2020, we would like to share additional details and recommendations regarding shared governance for the rest of spring semester 2020.

**Campus Assembly Committees and Core Standing Committees:**

- Campus governance committees should not meet in person for committee activities;
- Campus governance committees, however, may choose to continue to meet virtually to work on issues of importance;
- Given the unanticipated burdens placed upon faculty, staff, students and our administrators resulting from COVID-19, committee activities should focus on significant and high priority items;

- When virtual meetings are held, committee chairs should make reasonable efforts to ensure that all committee members have available resources to contribute equally and cast an informed vote;
- Committees should continue to take minutes of meetings and archive accordingly as in the past; and
- Committee members should be aware that administrators (ex-officio or other) may not be present at all meetings given additional obligations resulting from COVID-19.

### **Campus Assembly:**

- The Steering Committee is working on asynchronous models to facilitate the functions of Campus Assembly. These models may include, but are not limited to:
  - The use of a Canvas site dedicated to Campus Assembly activities;
  - Presentations from Assembly members (prerecorded or in Webinar form);
  - Electronic voting procedures (including those voting models currently in practice);
  - Electronic media (e.g., Google Docs) to communicate high priority items to assembly members; and
  - Discussion boards within Canvas to ensure the voice of Assembly members is heard.
- Similar to the recommendations above for other committees, Campus Assembly activities will focus on significant and high priority items;
- Campus Assembly items will NOT be addressed on a specific date and time but within a specified time period.

Please let us know if you have comments or questions on these proposed models. Your preliminary feedback may be sent directly via email to Ted Pappenfus (pappe001) by 6pm on Monday, March 30. We are confident the University community will come together to address high priority items this semester to ensure the vitality of our institution. We expect to have additional information for the campus community soon.

Michelle Behr, Chancellor

Ted Pappenfus and Jenn Goodnough (Chair and Vice Chair of Steering Committee)