

University of Minnesota Morris Digital Well

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Steering Committee

Campus Governance

11-9-2021

Steering minutes 11/09/2021

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Steering Committee Agenda
Tuesday, November 9, 2021
(Members connected remotely via Zoom)

All referenced documents are housed in the Shared TeamDrive for Steering Committee.

In attendance: Ed Brands, [Julia Scovil](#), Dave Israels-Swenson, Jasmine Dailey, Time Lindberg, Rebecca Dean, Kari Adams, Cal Merdendahl, Janet Ericksen, Jon Anderson

Ed called the meeting to order at 11:41 am

1. Minute taker: David Israels-Swenson
2. Announcements -
 - a. The committee discussed whether governance committees are able to schedule meetings other than at the community hour. There was clear consensus that committees may schedule additional meetings at other times as necessary.
3. Minutes Subcommittee Findings and Proposals (Tim Lindberg with guests Grace Hiltner and Laura Thielke)
 - a. Tim gave a synopsis of the work of this subcommittee. The group consulted with [Naomi Skulan](#) about use of the digital well as a repository for governance minutes. The subcommittee determined that there is not a clear process being followed by all of the committees. When there was not an assigned minute taker in committees the minute taker was almost always a staff or student. There were also some concerns expressed about a lack of consistent quality in minutes.
 - i. Recommendations from the subcommittee
 1. Template for minutes based on best practices. This template does exist but it has not been widely distributed.
 2. Creation of a position (archivist/secretary) for the assembly. Would this position serve on Steering as an ex officio non-voting member?
 - a. Responsible for assuring that minutes get to the digital well.
 - b. Meet with committee minute takers
 - c. Assist in creating greater consistency in quality
 - d. Encourage specific keywords in minute taking
 3. Committees should assign minute takers for a full semester

4. Encourage the use of google drives for committees
 - b. There was a request for greater clarity on the concern about the quality of minutes. It was explained that the role would be to assure that there was greater consistency in minutes and that there were not some committees that had minutes of 6 words.
 - c. It was noted that there was a lack of clarity around what work the former admin assistant to the Chancellor had included in regard to collecting minutes from all of the committees. This is not written into the current job description, which was not intentional but a function of the third floor Behmler turn over. The current admin assistant may be able to take this on in the future. The Parliamentarian felt that there may be a need to create greater clarity in the constitution about the concept that the Chancellor will provide secretarial support to governance committees. The current admin assistant to the chancellor expressed willingness to take on this work.
 - d. The student reps to the steering committee expressed concern with student members of committees being relied on to take minutes as it can be an obstacle to good participation.
 - e. The question was raised as to what the timeline should be for approaching this topic. If the current admin assistant to the chancellor takes on the secretary/archivist role informally then there is no need to change the constitution and that the other efforts can be raised in assembly and have guidelines and the template shared with the intention of implementing these things next Fall.
 - f. There was discussion of not just the lack of consistency in minutes based on who the minute taker is, but also that there is a lack of consistency in how minute takers are selected in each committee.
 - g. It was suggested that the steering committee should bring this issue forward in assembly in the Spring semester.
4. Approve DRAFT [minutes](#) of Steering Committee (10-21-2021)
 - a. Jon Anderson was removed from the list of members in attendance.
 - b. Janet moved to approve. Cal seconded the motion. The motion passed with one abstention.
5. Approve DRAFT [minutes](#) of Campus Assembly (10-26-2021)
 - a. Jon moved to approve the minutes. Cal seconded the motion. The minutes were approved.
6. Meeting modality for Campus Assembly (11-30-2021)

- a. The steering committee discussed what modality should be used for the next meeting. It was agreed that the assembly should attempt to meet in a truly hybrid method now that the constitution allows this.
 - b. There was discussion of what challenges to expect. It was suggested we could rely more on zoom “reactions” for those participating via zoom. Questions were asked about how to record votes in a hybrid session. In full zoom mode in the past the polling function was used but this does not record who voted and how they voted and it does not restrict voting to only campus assembly members, which could present challenges.
 - c. It was decided that we should continue in hybrid mode, but encourage greater interactivity with online participants.
7. Revisit: DVPLA reception during Community Hour in future?
 - a. This issue from the prior meeting was brought back to the floor for discussion. It was clarified that the discussion from the last meeting was that a reception would not be an appropriate use of a community hour, but a presentation could be a worthwhile use of the community hour. A question was asked as to if there were enough open community hours for something like this as many committees already crunched for time. It was agreed that there is probably not the ability to block out a community hour at this time but it could be done for next year. It was agreed that this could be a good use of the community hour for promoting discussion and community building that is essential as a small liberal arts institution.
8. New/other business?
 - a. The committee had in the past talked about putting out announcements via google calendar. Could a google calendar event be created for assembly meetings and all assembly members be invited to the event. It was agreed that this would be very helpful. The question was asked as to whether sending an event invite to a listserv worked. There was no clear answer but it was suggested that we could test this. The question of whether we invite only campus assembly members or the entire campus was asked. It was suggested that a sentence at the bottom of the invitation clarify that only members would be required to attend. It was pointed out that in the past we included the list of assembly members at the end of every agenda, which would help clarify this. If there were a close vote, the list would also help clarify who could and could not vote. The committee agreed that we would begin sending a Google calendar invite to everyone on campus in the future.

- b. The question was raised of how well attendance tracking with the campus connection system had worked for the last assembly. There was clarification that this had worked quite well and there had been only one complaint.
9. Ed adjourned the meeting at 12:38 pm