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Steering minutes 03/15/2013

Steering Committee

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Steering Committee Meeting
March 15, 2013

Present: Sheri Breen, Jayne Blodgett, Joey Daniewicz, Dave Swenson,
Jeff Rattliff-Crain, Evan Vogel

The committee met to walk through the March 26 Campus Assembly agenda.

There have been discussions of student membership and USA elections and the concern about populating committee rosters. MCSA is working on a constitutional amendment to allow that student elections will take place before the last meeting of the Campus Assembly in the spring.

Jayne mentioned a concern about scheduling meetings outside of regular work hours. Jeff believes this committee should put forward a recommendation in terms of meeting structure and this should be addressed at the joint meeting of the Steering Committee and committee chairs. It was suggested that a best practice handout be created to distribute to newly elected and ongoing committee chairs. Jayne and Dave agreed to draft something. Document attached.

UMM Committee Best Practices

Meeting times

- In order to maximize participation, meetings should be held during normal working hours (8am-4:30pm). The time of the meeting should be included on the committee web page.
- If there are conflicts during all times of the day, you can choose to meet one week at one time and a second week at a different time. This is not optimal, but it should be done to ensure no one group is excluded from decision-making. You may also need to consider online alternatives for voting.
- If one person cannot make any meeting times, please contact the Membership Committee to arrange for a replacement.

Attendance policy

A committee attendance policy should be developed and enforced in order to ensure all constituencies are being represented. If a member fails to comply with the attendance policy, the chair is free to contact the Membership Committee for a replacement.

Minutes

Please submit minutes to Jayne Blodgett (blodgett@morris.umn.edu) for placement in the Digital Well (institutional repository) in a timely manner. (Ideally within 6 weeks of a meeting.)

SubCommittees

TBD

Items for Campus Assembly

Please email both Carrie Grussing (grussing@morris.umn.edu) and the Steering Committee chair to place items on the Campus Assembly agenda.

Basic Parliamentary Procedure

Additional information based on Steering Committee minutes, Fall, 2011:

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