**Committee Co-Chairs Meeting**

**May 8, 2013**

In attendance:   Sonya Christian, Cornelio Rodriguez, Kate Pluta, Nan Gomez-Heitzeberg, Bernadette Towns, Bonnie Suderman, Billie Jo Rice, John Carpenter, Bryan Hirayama, Michael Korcok, Nick Strobel, Todd Coston, Bill Barnes, Manny Mourtzanos, Chris Counts, Sean James, Jennifer Marden

Discussion began with Sonya asking the co-chairs to name the five college goals.  The quiz was successful: the co-chairs identified the goals as   Student Success, Communication, Facilities & Infrastructure, Oversight & Accountability and Integration.  Sonya noted the importance of integrating the work of the college committees with the work of administrators.

As the group reflected on the work of the past year and contemplated the work that can be done next year, Sonya suggested the co-chairs gather for a retreat before the start of term.   This retreat would allow the co-chairs to develop a work plan for 2013-14 that would result in an integration and collective focus of the committees’ work.  Corny noted that setting the direction early, before each of the committee’s held their first meeting of the year, would allow for more effective committee work.

The group then began sharing effective practices from the past year and sharing ideas for improvement in the future such as:

* Giving certificates of appreciation to committee members.  It is important as we ask people to serve on committees to recognize their work.    Another idea for recognition was to award service pins to committee members. *A later suggestion was an Academic Award style event.*
* Keeping with the meeting schedule.
* Setting aside time to prepare meeting agendas.  This creates a more robust agenda and meaningful discussion.
* Providing light refreshments.
* Incorporating a wellness component to meeting such as stretching.
* Allowing time during meetings to hold round-robins which give all committee members a chance to give input which leads to richer discussion and has positive impact on committee.
* Reviewing the committee charge at the first meeting to set the context for the year.
* Using the committee website.
* Listing the college goals, committee charge and list of members on the agenda.
* Attending meetings regularly. Members who cannot attend should identify an alternate or resign from the committee so someone else who is interested can serve.
* Closing the loop by tracking and evaluating the actions of the committee.
* Indicating the date and approving body of documents.
* Staying focused on the committee goals and the big picture of the committee charge.
* Keeping the work of the committee focused on the defined scope of the committee.
* Keeping the work of the committee in the forefront of everyone's mind:  email reminders, blogs, etc.
* Developing a detailed yearly calendar to guide the committee work.
* Taking time at the beginning of each meeting to connect personally.
* Annual celebration of the work that has been done. A later discussion led to the decision to recognize the self-evaluation team and those that helped with the accreditation process at the end of Closing Day.

The group then discussed possible activities and resources for the coming year such as:

* Integrating the committee work through the creation of time and space for conversation.
* Holding a committee retreat to focus on items other than regular business

Sonya asked what active engagement looks like.  If committee representatives are sharing information but are not getting responses, what do we do different?  Does the campus understand what the committee work is and means?  Communicating this information is dependent on the leadership of the committee co-chairs.

Sonya expressed a desire to have a conference style week prior to fall term.  Opening Day will be held on Wednesday, rather than Friday, to help set the tone earlier.  The campus will be closed to allow all employees to attend.  Sonya asked the co-chairs to think about what professional development offerings would be beneficial to help prime the committee work for the year.

There was discussion about holding the co-chairs retreat during this week as well. It was the consensus of the group that holding the retreat prior to the opening day meeting would be beneficial. Perhaps the results of that retreat could be shared with the campus community at that time. Bonnie Suderman explained that many of the flex activities are already scheduled for that Monday and Tuesday. Nan Gomez-Heitzeberg also noted that the new faculty orientation is typically scheduled on that Tuesday. There was a question about possibly moving these activities to Thursday and Friday.

There was a suggestion to invite the department chairs to the co-chair retreat. It was the consensus to hold this first retreat with only committee co-chairs, but later to hold a second session, or even a series of workshops, with other groups. There was brief discussion regarding the location of the retreat—on campus or off-site. Sonya explained that the time investment is what is critical rather the investment of money to go off-site. The following were suggested as possible agenda items:

* Discussion on how to integrate the accreditation principals.
* Development of a work plan that speaks to the integration of all committees
* Presentation on the revised Program Review documents
* Review the mission of the committees. Discuss implementing a routine in-depth review every 3 years.

Billie Jo Rice, Nan Gomez-Heitzeberg and Corny Rodriguez volunteered to work with Sonya to pre-plan the retreat, identifying a date and setting the agenda.

Sonya noted that as she has been reviewing how resource requests and budget decisions connect, she has been awestruck by the incredible amount of work that has been done this past year. Sonya asked the co-chairs the best way to make the committee work more visible to the campus community. Co-chairs suggested sharing it and encouraging discussion with other groups such as College Council and Academic Senate as it was in the past, and to post the report document online. Sonya asked that the co-chairs, as campus leaders, to continue looking for ways to improve engagement, much as we would ask faculty to do so with students in the classroom. It was suggested that the report document be shared at each of the committees’ first meeting.