

**COLLEGE-WIDE COUNCIL
MEETING SUMMARY**

Date, Time, Place:	Friday, December 1, 2023, 9:00 a.m. to 10:00 a.m., ZOOM Conference					
Attendance:	√	Seth Bacon	√	George Bedell*	√	Laura Dyson
√ Attended	√	Hannah Cooksey-Tate	√	Jesse Gonzalez	√	Dr. Stephanie McCaslin
Conveners	√	Craig Patenaude	√	Daphne Powell	√	Elizabeth Settle
	√	Donna Sperry	√	Kelly Winters	√	Dr. Erin Ebersole (guest)
Item/Topic	Discussion/Reports					Assignments/Actions
Approval of November 3, 2023, Minutes	The minutes for the College-Wide Council meeting held on November 3, 2023, were reviewed and approved by the council members in attendance.					The approved minutes will be posted to the College-Wide Council 2023-24 TEAMS site by the close of business today.
Approval of Agenda	The agenda for today’s meeting was reviewed and approved by the council members in attendance.					
Old Business: Council Membership	Councils are having issues regarding attendance. Lack of flexibility regarding meeting days may be a problem. It was suggested that instead of having a rigid schedule always determined (i.e., the third Thursday of each month), the schedule for the academic year could be set at the first meeting, then published so the college community is aware. However, it was also pointed out that a standing meeting schedule can help with structure.					A co-chair from each council will email Donna by the end of the day with their current meeting schedule. Donna will “update” the standing calendar with those changes, then the group can review the calendar holistically to see what to fix.

Updates from the councils regarding membership:

College Planning – Seth Bacon and Hannah Cooksey-Tate

About half the current members (four to five, including Seth and Hannah) regularly attend meetings.

Equity & Inclusion Council – Daphne Powell and Beth Settle

This council should have twelve members, but there are currently four vacancies, so eight members regularly attend meetings.

Instruction & Student Affairs Council – Dr. Stephanie McCaslin and Kelly Winters

This council essentially replaced the Learning Council. Since a large number of members are required to report to this council, attendance tends to be strong and consistent. There are also several standing guests. Currently, they need someone from Advising. Dr. McCaslin has reached out to Gladys Jones to suggest someone.

Talent Development – Laura Dyson and Jesse Gonzalez

There are currently four vacancies they need to fill. The last council meeting in November was well-attended with eight or nine members. On average, however, four to five members regularly attend.

There was a member who could not participate because they were not available during the normally scheduled meeting time, so they changed the meeting schedule to accommodate.

	<p>Follow-Up Questions and Comments:</p> <ul style="list-style-type: none"> • Twelve to thirteen people (about four per council) are needed to fill the current vacancies. It was suggested that the council chairs reach out to the directors and/or Dr. Madry-Taylor to recommend specific people. If there are still vacancies, perhaps Dr. Wilson can assist in finding new members to join. 	<p>Council co-chairs will reach out to directors (similar to what Dr. McCaslin did with Gladys) to help fill the vacancies. Please CC George and Craig on these emails. If the co-chairs are not sure who to contact, let Craig and George know. The councils will report their progress at the next CWC meeting.</p>
<p>New Business: Discussion/Review of Governance Survey Results</p> <p>Dr. Erin Ebersole</p>	<p>The survey results can be found using the link below...</p> <p style="text-align: center;"><u>CSM Participatory Governance Survey</u></p> <p>...or on the PIR Sharepoint website under Qualitative (Observational) → Internal Survey Reports.</p> <p>The survey was sent to 52 people comprising of anyone currently serving or previously serving on a Governance council. Dr. Wilson also encouraged the participants to respond. The response rate was very good: 37/52 or 71%. Note that results are ordered from highest result to lowest, not in the order they were presented in the survey.</p>	<p>Craig and George will visit the upcoming council meetings to discuss the results.</p>

	<p>Follow-Up Questions and Comments:</p> <ul style="list-style-type: none"> • <i>Are there any "easy wins" or anything that stuck out?</i> Dr. Ebersole More cited training on Roberts Rules and clarification on responsibilities and roles. She also recommended that the CWC should communicate back to the 52 people (everyone who was sent a survey) with their takeaways and next course of action. • <i>Can the weighted average be used in any way? For example, is "3 or higher" is considered an acceptable result?</i> Survey results should be used to inform decisions instead of looking at them as "grades". Dr. Ebersole recommended seeing this first survey as a baseline. From here, the CWC should determine its goals, make changes, then send out the survey to see if there is any improvement. 	
<p>New Business: Updates from Councils on Recent Meetings</p>	<p>This was a brief discussion due to time. The members agreed that restructuring Governance should be a bottom-up process instead of top-down. Co-chairs should think about what their council's goals should be for the rest of the academic year and what their council's contribution should be to the college's strategic plan. Note the 2025-28 strategic plan is currently being developed.</p>	
<p>Adjournment</p>	<p>10:01 a.m.</p>	

NEXT MEETING:	College-Wide Council Friday, February 2, 2024 9:00 a.m. to 10:00 a.m. ZOOM Conference	
----------------------	--	--