**Faculty Feedback Results as of 5/4/25**Academic Senate Survey of Proposed SGC Proposed Committee Guidelines

**1 - Guiding Principles**

* I wonder about steps to help new members gain knowledge to contribute in dialogue and decision making. As a mid-term faculty, there's still lots that I don't know and serving on a new committee kinda seem like a big undertaking without clear support to learn. Nexus was great- but that was a while ago and only really a survey of what committees do.

**2 - Roles and Responsibilities**

* Another responsibility of the committee chair is to interrupt a discussion when it gets off track. Consequently, the responsibility of the committee members is to respect the authority of the committee chair and agree to pause their current conversation.
* There are some equity issues around these roles. Some committee chairs have release time and others do not. Many committees have Recorders that are staff.
  + What is the process for determining these?
  + Committees need access to the website which requires a training-when does the training happen?
* Arriving prepared for a meeting takes on a lot of different meaning depending on the committee and members prior knowledge.
  + Where is the support to learn?
* I like the idea of distributing the meeting minutes within 2 weeks, but FYI this is not standard practice at this time, especially for committees that meet monthly.
  + Can you add an example spelling this out?
    - E.g., "For example, for committees that meet monthly, the recorder should email the minutes to all committee members within two weeks."

**3 - Meeting Participation, Decision-Making, & Voting**

* The discussion of equity and equitable decisions and process is an important one. But I wonder how that’s going to carry out in the committee.
  + Will there be notation in the agenda after each Action item?
  + Will there be some type of reflection outside the committee meeting?
    - I suppose there are lots of ways to accommodate. But unless it’s specified, I’m afraid it’ll be easy to ignore.
* I think the equity issues should have more priority- be first in this list?

**4 - Training and Support**

* At the first meeting, there should be a discussion About quorum and what happens if there are not enough members present.
  + Should everyone have a substitute ready to fill-in?
  + Should also have a discussion about whether members can attend remotely.
* Training would be useful and should include website training. This could be a regular flex week activity.
* Who/ how is this support being provided?
* Could this list of review items be touched on briefly when a new member or visiting potential new member come to a meeting?
* Should expectations and roles be clear prior to becoming a committee member?

**5 - Communication**

* Although the committee chair should oversee the information on the website, I think the committee chair is already overburdened. Perhaps the meeting notetaker could share the responsibility of updating the website or perhaps this responsibility could be rotated among committee members.
* Sharing information feels cumbersome. Most important information is captured in the minutes. Action items should be reviewed by chairs before the next meeting.
* It would be great if the LMC website with committees was more than a list with links, what's each committee do, meeting times, chair, vacancies?

**6 - Evaluation & Reporting**

* SGC **should** participate in the determining of objectives at the beginning of the year and the reviewing of objectives at the end of the year.
* If this evaluating was a summit to see overlap and reduce redundancy- that seems great.