



## Relations with Local Senates Committee

**DATE: Wednesday December 13, 2023**

**TIME: 1:00pm – 2:30pm**

### CONFERENCE CALL INFORMATION

Join Zoom Meeting

<https://yccd-edu.zoom.us/j/8326191425>

Dial by your location

+1 669 444 9171 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 832 619 1425

**Relations with Local Senates Committee Charge:** The Relations with Local Senates (RwLS) Committee serves to augment the work of the Executive Committee. The committee is interested in cultivating and maintaining a climate where equity and mutual respect are both intrinsic and explicit by valuing individuals and groups from all backgrounds, demographics, and experiences. Its overall purpose is to provide an opportunity to share local and state challenges, exemplary practices, and other information with the Executive Committee. In order to accomplish its overall mission, the RwLS members are conversant with and promote pertinent statutes and strategies for effective and inclusive academic senates. The RwLS will assess the needs of local leaders in order to provide resources needed to participate effectively in governance at the local level.

## Meeting Summary

Meeting started at 1:00pm

1) Call to Order and Roll Call (\*in attendance)

Christopher Howerton-Chair *	Patricia Gomez	Ronald Slabbinck *
Maria-José Zeledón-Pérez– 2 <sup>nd</sup> Chair *	Luke Lara *	
Felipe Agredano	Kathy Osburn	

2) Check-in, “Shout-outs”, Kudos & Connections. - committee members shared local and personal “kudos” and updates from their local campuses

3) Procedural

- a. Adoption of Agenda - adopted by consensus
- b. Process of Minutes and committee review expectations
- c. [RwLS Committee Page](#)
- d. [Shared Committee Google Folder](#)

4) Standing Committee Meeting Dates (1-2:30pm) via [ZOOM](#)

- a. Fall 2023: ~~9/6, 9/27, 10/25, 11/8, 12/13~~
- b. Discussion: the committee will affirm the suggested meeting schedule for Spring 2024
  - Spring 2024 (Tentative): 1/10, 2/28, 3/27, 4/24, 5/22

Discussion: The committee affirmed the spring meeting schedule.

5) [Community Agreements](#) - this is shared as a reminder for the committee. The committee will start our spring meeting reviewing our agreements.

- 6) [Assigned Resolutions Tracking Document](#)
  - a. [Committee Brainstorm Tracking Document](#)
  - b. [Local Senates Handbook](#) Revision/Update?
  - c. [2022-2023 RwLS End of Year Report](#)
  - d. Possible projects for the committee
  
- 7) [ASCCC Fall 2023 Plenary](#) (Costa Mesa) Debrief.
  - a. Discussion: Attendees from the committee who attended the event will share their observations.
    - We had a large amount of attendees in person (more in person than online) we are still figuring out the right modality
    - The exec team created short videos to help people navigate the plenary
    - We had part-time faculty presenting with us
    - We learned from not having anyone attend at our Meet and Greet event so we will think of doing something different next plenary to have a better use of our time
    - All the presentation material are available on our website
    - At the beginning of the Spring semester, we will make recommendations for the Spring Plenary. Please let us know if you have any ideas.
    - We went through the resolutions process. They are adopted and published. Those resolutions are assigned to the different ASCCC committees. We will let you know if we have any resolutions assigned.
    - Luke Lara would like to present with us in the Spring Plenary
    - Luke asked: What data of feedback have we received in the past to see how we approach the presentations? Is it successful? How do we measure the value of these presentations? Can we do a pre-workshop that tailors to new people? We do have the Faculty leadership institute in summer but can we do something similar for new attendees? Maybe modules? Bite size pieces? WE need to make sure not to overload people with information.
    - ASCCC did a survey and the feedback was someone addressed by trying to do short videos and sessions for new attendees. We do not know how successful those were yet. We are trying to humanize everything we do. Because of the limited time in the hotel, it is difficult in terms of logistics. Maybe instead of having a separate room for new attendees, we can be all together and get to know each other with slides being on a rotation for people to see. We can have ice breakers at the tables (conversation starters). Coffee chats. WHAT can be something valuable for new attendees? How can we be more personable?
    - Patricia shared the idea of having an "intermission" and Cafecito for people to mingle and learn from each other. Luke shared "I recently went to a 4 day summit where everyday there was a break from 12-2pm. Lunch was provided from 12-1 and 1-2 was free time. It really helped break up the days".
    - Ron shared the idea of outgoing and ingoing leadership building a transition. How can we leverage senior ASCCC leadership to encourage rising leaders in local senates to engage in this process and to mentor them through their first plenary?
    - During the opening welcome session at Plenary, President Aschenbach made sure to highlight who the new attendees were in an effort to show each other that they are not alone. We like the idea of a succession plan. Encourage faculty to attend all our events. Are they aware of the scholarship opportunities? How do we proactively try to reach out to increase participation? Work with local senates. We have caucus to help faculty connect with different groups so they can find their communities. We need to encourage caucus more during the fall. We can also build community with our liaisons.
  
- 8) [Liaison Support Recommendations](#) – Proposal submitted and approved by the ASCCC Executive committee. There were a few asked in this project for ASCCC Executive Committee's consideration.
  - 1) To verify and endorse the crosswalk of liaison roles to ASCCC standing Committees or other direct explicit contact.

- 2) Authorize RwLS to continue to develop a minimum communication protocol and communication template that would have at least one communication to each liaison each academic term (Fall and Spring).
- 3) In response to [Resolution SP22 03.01 Develop and Publish an Inclusion, Diversity, Equity, Anti-Racism, and Accessibility \(IDEAA\) Handbook](#), consider an overall liaison handbook with an outline to be developed and vetted with ASCCC Exec during a future meeting.
- 4) Consider encouraging the connected standing ASCCC Committees who align with liaisons to update their charter statement to include the expected communication with these individuals.

- Overwhelmingly the exec team supported these recommendations.
- From the first review, Chris identified the liaison and they were endorsed by ASCCC. We received feedback.
- We discussed guided pathways, is it time to sunset the liaison? Do we still need it? As we develop our handbook we need to make suggestions about this situation? How do we sunset liaisons?
- All our other liaisons have a standing committee that they belong to and this will help us organize.
- Some of the chairs of these committees shared that they do not have access to a listserv for liaisons. It is something we need to work on to bring back.
- We gave them some recommendations about liaisons, they want to see templates of communication. We offered to provide each chair a template to develop a communication plan with their liaisons.
- What can liaison expect from the committee in terms of expectations and communication? What is the timeline of communication?
- We are ready to flush out the recommendations
- Ron will send us information provided by their ASCCC OER liaison. This person provided feedback from their communication experience with OERI. The leaders of that work are statewide coordinators and there is grant money. Those OER liaison receive compensation. IN the case of the other liaison, it is only a one way communication instead of the two way experience by the OER liaison. They do feel more accountable thanks to the stipend.
- Consistent, predictable, reliable communication. We had feedback around liaison not being utilized, we want to make them feel important. It is a great way to encourage involvement with ASCCC.
- Luke asked "I'd be curious to know what communication and how often is information communicated to liaisons and WHO sends the information out."
- Can we look into a grant and encourage local senates to provide PD money to encourage faculty to participate as liaison, especially when they are part-time faculty? We can start with the handbook first and we can create proposals and recommendations. Can the local senate work with the Union and write MOU's to pay a stipend as ASCCC Liaisons for PD. Encourage faculty participation and voice under 10 +1 issues. Increase diversity and more faculty engagement.
- In January we will pick this up and choose specific deliverables we have. We will break down the work.

Discussion: Consider next steps as it relates to the various elements of the project. Feedback from the last ASCCC Committee will be shared.

- Communication protocol (minimum standards)
- Communication template
- Outline of liaison handbook (based on [SP22 03.01 Resolution](#))
- Working to get standing committees to formally note connected liaisons

## 9) Announcements

### a. [Upcoming ASCCC Events](#)

- ASCCC Executive Committee Meeting (Dec. 14-15, 2023) Sheraton Grand Sacramento
- ASCCC Executive Committee Meeting (Jan. 11-12, 2024) Coronado Island Marriott

### b. Other?

## 10) Future Agenda Topics

- a. **Possible Rostrum Articles** (next submission is January 14, 2023)
  - Luke asked if we want to work on “Best practices in promoting diverse leadership”. He offered to work on it during the break.
  - Ron volunteered to collaborate on an article.
  - We will hold back on the article about liaison for March. One way to get more diverse faculty engaged is with liaisons.
  - Go back to previous articles to see if something has already been addressed.
- b. **Review local visits spreadsheet.** (ASCCC Executive Committee Agenda – p.10)
  - There is a survey (research and data committee) about local senate survey
  - What they need and what they expect in terms of communication
  - We need to look at all the liaison
  - Update from last three years for local senate visits
    1. Some colleges do not have anything listed.
    2. We can start looking and see what are the high level topics that have been asked more often. What are 4 or 5 things that local senates tend to ask for?
    3. Do they know about our services? Marketing campaign or push. We want to come up with some suggestions.
    4. This is an information item that we will work on in the Spring. How can we help the survey?
    5. Luke asked, where do the local senates requests go?
    6. There are different types of requests. It goes to our President and the Executive director. Each exec is assigned something different.
    7. Something new is a coaching model.
  - Luke asked where the information goes when a local senate is making requests for a visit or for an answer. The senate president of Cuyamaca college has sent an email to [info@asccc.org](mailto:info@asccc.org) for more than a month and has not received any response.
  - Ron asked, is there any way we can also capture other topics like IEPI? Are there themes that are left out? The IEPI grant will stop at some point, how can we continue the work?
- c. Other

## 11) Group Debrief & Adjournment

The meeting adjourned at 2:30pm

### Status of Previous Action Items

#### A. In Progress

- a. Liaison Support
  - i. Communication protocol (minimum standards)
  - ii. Communication template
  - iii. Outline of liaison handbook (based on [SP22 03.01 Resolution](#))
  - iv. Working to get standing committees to formally note connected liaisons

#### B. Completed

- a. FALL 2023-Recording of Pre-Plenary session for new attendees and held “meet and greet” session during event.
- b. Received support from ASCCC Executive committee on the increased liaison support project