

**Academic Affairs Council**  
Meeting Summary – October 02, 2007  
Boardrooms

**Present:** Scott Anselm, Bridgid Backus, Jim Bell, Sheri Billetter, Russ Burchard, Rod Carter, Margarita Casas, Bruce Clemetsen, Dodi Coreson, Darci Dance, Pamela Dunn, Richard Gibbs, Denis Green, Beth Hogeland, Kristen Jones, Sharon Ketchum, David Kidd, Wendy Krislen-Adams, Mary Ann Lammers, Dan Lara, Janet Lodge, Cathy Lovingier, Elizabeth Lundy, Karin Magnuson, Ann Malosh, Dawn McNannay, Faye Melius, Audrey Perkins, Jorry Rolfe, Gary Ruppert, Carol Schaafsma, Ron Sharman, Tom Smithburg, Linda Spain, Alice Sperling, Christy Stevens, Stephanie Ware (student rep), Mark Weiss, Gary Westford, Jerry Wille, and James Wilson

**Absent:** John Aikman, Perry Carmichael, Patsy Chester, Colleen Clancy, Lynne Cox, Fred Haynes, Alan Heywood, Mike Holland, Mike Houglum, David Ketter, Rick Klampe, Phil Krolick, John Niedermann, Steve Pearson, and Jerri Wolfe

**Welcome/Introductions:**

The meeting was called to order by Christy Stevens.

**Making Meetings Useful:**

Alice Sperling presented, based on the work of Paul Axtell and the Conversational Skills Workshop. She began by asking members two questions.

“What makes a successful meeting?”

- well-planned agenda
- facilitator is engaging/interesting
- purposeful
- clear expectations of members
- starts and ends on time
- lunch/food ;-)
- issues are framed well - understand why, what needs to be accomplished
- time for personal interaction
- everyone feels involved
- clear expectations for followup
- staying on track
- members are prepared for the discussion
- take ego out of it - focus on issues

“What could we work on for AAC that would make a difference?”

- clarify where we are going - discussion, decision, form committee, etc.
- difficult format to get everyone’s feedback - work on ways to hear from more people
- implications - where are we going
- sometimes need more background info - maybe give info at end of meeting for next discussion

Alice’s notes from her presentation follow. (Thank you, Alice, for providing them.)

What does it mean to take care of people in a group setting?

- Taking care of the facilitator/leader.
  - How can I make it a great meeting for the facilitator?

- Taking care of the other participants.
  - I will invite others into the conversation.
  - I will limit my side conversations.
  - I will listen.
  - I will not speak if it doesn't add or move the discussion forward.
- Taking care of ourselves.
  - I will say what is so for me.
  - I will ask questions that lead to clarity.
  - I will be generous.

#### What makes a difference?

- The intention to do so.
- Awareness in the moment.
  - How am I coming across to others?
  - What is my participation pattern?
  - Am I willing to commit to action?
- Supportive practices.
  - Use people's names.
  - Invite others to speak.
  - Give credit to others whenever possible.
  - Empathize.

#### Listening

- Respectfully
  - Pay attention and truly allow people to finish their thoughts and thinking.
- Generously
  - Allow people to express ideas and views different from yours without resisting their speaking either verbally or non-verbally.
- Listen to feedback without getting defensive.

#### Set-up: getting ready to do the work

- Environment
  - Are there agreements that should be in place in order for individuals to feel safe to participate?
- Context
  - What needs to be explained to bring people up to speed?
- Clarity
  - about what you want to produce
  - about what you want from people
- Explanation
  - How will the conversation unfold?

#### Process: doing the work

- What work needs to be done, and what's the best way to do it?
- Clarity about what needs to get accomplished – where do we start?
- What do we know; what options do we have; what risks need to be managed; other thoughts?
- Here's what I think we should do; reactions, comments, concerns; here's what I hear; here's what I'll do.
- Where is everyone on this; let's break this into parts and explore each; now where are we; anyone have thoughts on how best to proceed?

Closure: how do we get out of here?

- Check for completion – anything else that needs to be said?
- Agree on commitments – who will do what by when; what happens next?
- Check for alignment – is everyone OK with this? If not, what do you need?
- Identify accomplishment – what did we produce?
- Express acknowledgment – who do we need to acknowledge?

### **AAC Charter Review:**

The 2006-07 Charter was reviewed so it can be updated. Following are some of the comments:

Contact

- needs to be updated

Purpose

- basic purpose is to educate each other
- change *create* to *support* or *nurture*
- drop *'Initiate and'* from *Initiate and lead the college in determining instructional priorities*
- move *'Make endorsements regarding major college-wide, instructional issues'* to above the revised statement, *Lead the college in determining instructional priorities*
- add *Disseminate information* as a new item
- at the end of *'Provide a forum for . . .'* add *'regarding \_\_\_\_\_'*
- need clarity to what we are supposed to be doing
- breakdown between general words and specific steps
- should an action piece be included?

Scope

- Change *Student concerns* to *Student issues and initiatives*

Expectations of Members

- drop *To promote meaningful dialogue* from *To promote meaningful dialogue AAC members will:*
- add something about being prepared for meetings
- change *Expect members to attend or send a designee* to *Attend meetings or send a designee*
- add *Carry out work of AAC between meetings, as needed*

Membership

- Need to address how new members will be added
- change *East Linn Center* to *Linn Centers*
- delete *Assoc. Dean, Student Services: Enrollment Management*
- change *Assoc. Dean, Student Services: Academic Develop. & Library Services* to *Dean, Academic Development & Library Services*
- change *Exec. Asst. To Vice President of Academic Affairs* to *Exec. Asst. To Vice President, Academic Affairs*

Work Plan

- change 2006-2007 to 2007-2008
- suggest it be added to the agenda to keep it before the members
- delete the first two bullets and update list

Christy will edit the document and bring it back to the group to see if everything has been captured.

**Strategic Plan:**

Handout distributed and highlighted by Carol Schaafsma. Information will be gathered from a variety of group discussions and is welcome from individuals. Please review the handout and be prepared to be involved in those conversations and to bring feedback/comments to the next AAC meeting.

**Good of the Order:**

Accreditation Visit Overview distributed.

**Adjourn:** The meeting was adjourned at 3:45 p.m.

Notes by Janet Lodge