IRES Subcommittee

March 9, 2021

via Zoom

**Present:**

Jennifer Eggers – Co-chair

Melanie Kirby – Co-chair

Kelly Dunn– Faculty

Amber Gavriluk - Staff

Susan Makee - Staff

Jessana Palm – Faculty

Kate Marcouillier – Faculty

Gary Gonthier – Staff

Karen Schaefer – Staff/Scribe

**Absent:**

Rachel Pitt - Student

There was discussion on how to get the agenda and additional documents for the meeting out to committee members. Jen, Melanie and Karen will figure out an efficient way.

Jen stated there has been some concern about bringing up topics on agendas that aren’t explicitly stated on the agenda for discussion. We will add on our future agendas an “other” category so that if there is new business that needs to be brought up we have the opportunity to do that.

**Rubric Update -** Amy Proctor edited it for grammar, spelling and readability. No content changes. Jen will edit those into the original document.

Melanie had issues with the language under the Representative Section under Meets. There is some interest in this document to maybe move us forward to a position that might be more representative of best practice. My offering would be to leave opportunity open on this rubric to move towards ideas that might not be what we are doing right now but move us closer to something that is more, best practice. Exceeds, gives us a goal to get to. It gives us an idea that there may be something else we can do.

Melanie asked Susan if she was going to do a packet for faculty and staff oriented on shared governance, or workshops or policies. Susan is currently working on a formalized slide show to go through with new hires. The structure and how it works. Orientation is more than just new hires, its also educating our current faculty and staff. Once we get grounded with our bylaws and everything, probably next fall.

Tracey Lesser is not planning on meeting with us until our April meeting.

**Bylaws:** Gretchen sent an email to the co-chairs of College Council to not only have College Council to come up with bylaws but each subcommittee also establish them. The bylaws have to come out of our subcommittee as a proposal and go to College Council. Each committee is responsible for making and improving their bylaws. The individual groups approve their own bylaws. My impression is we are not giving College Council our bylaws to approve just as an FYI. Melanie felt the president had to approve the bylaws. In the email from Gretchen she did include the bylaws of the Curriculum Committee as an example.

Kelly stated before shared governance, every team on campus always had a team charter. Team charters were essentially bylaws. You have to organize how you are going to do your business. Kelly is willing to work with Jen on the document. They will craft a Purpose, a Composition, Kelly and I will talk about whether or not we need a team sponsor.

Jen asked, do we feel the current structure, four faculty voting members, four staff voting members and we do have a student that is a nonvoting member. Do you feel that is sufficient for our committee? If there was a large committee before shared governance it would be a large committee after shared governance, size is changeable by bylaws. Jen stated we are crafting the bylaws, based on our experience on how this subcommittee is functioning, there is precedence for having a shared governance subcommittee to be larger than the 4, 4, +1.

Kelly felt we should consider something in the bylaws about an ad hoc committee. Ad hoc members don’t have to be standing members on committees, they can be people we have tapped into to help with a certain project. That is sometimes a standard committee piece too. We should have that option of being part of the meeting or via Zoom part of our bylaws.

For our next meeting:

A draft of the bylaws

Tracey Lesser – grants

Rubric update

Minutes Approval – 02-23-21 & 03-09-21

***Motion to adjourn the meeting, Kelly stated so moved. Jessana and Susan both second the meeting. All in favor. Motion passed.***