

Time stamp						
10/19	Work Smarter, Not Harder		Work Harder, Not Smarter		Next Steps	NEXT STEPS (Team Consensus)
10/19	Select items should come to this committee	****	Meeting is too long	*****	Review of why all documents need to come to this committee	Review membership and set terms
10/19	The sub-committees can submit update reports and those reports can be posted somewhere	****	Having every committee report out to College Council	*****	All divisions can be represented by a selected individual. Those who then serve on College Council report back to their areas	Review membership and set terms
10/19			The meetings can be organized in a different format	*		Term limits and time limits
10/19	Limit the number of committees which an individual is on and prioritize committees so that there is no overlap.	*****	Having too many committees with the same people and same information being addressed	*****	Review all committees and see if there is duplication of information and effort within two committees or more. Maybe combine those type of committees into one.	Update committee websites
10/19	A few actionable items that we can work on during this meeting	****	This is a share-out/informational meeting	*	The issue isn't too many meetings; the issue is training - some committees have share-out/informational meetings rather than actionable items that can be completed during the meeting. Training should be given to committee chairs to make committee meetings more meaningful.	Review Participatory Document / develop a handbook / incorporate into the planning documents
10/19	Reduce time spent in meetings, time in meetings spent reviewing things that can be done over email, outside of meetings, etc.	****	Some people work very hard, spend many hours in meetings, sometimes not much comes out of it due to lack of clarity on goals, implementation, leadership	****	Reform committee organization, pre- and post-meeting expected actions, reporting back, sharing, reminders of where to find information	Tutorials for new members
10/19	Diversify members of committees so none of the committees are heavy on Admin or Faculty or vice versa. Doing this in a manner that ensures the appropriate team members represent the committee	***	I work hard, but do prefer to work smarter NOT harder.	*	Starting with "Discover" break down this process in separate meetings to address each specific category. Not a fan of meetings, but this should not be rushed.	Review which committees are active and which are not
10/19	Encourage all stakeholders to view the committee's SharePoint pages instead of repeating information over and over on Zoom meetings	*****	We often repeat the same topics at multiple meetings. There is significant time spent preparing the same information for different groups or committees.	****	Promote campus operational awareness through self guided SharePoint exploration.	
10/19	utilize the committee webpages and send more recommendations to the President instead of CC making the decisions.	**	not having as much communication across the campus between different constituency groups	****	utilize the committee web pages to better communicate what happens in each committee; change up the memberships of committees so more staff across campus are involved.	
10/19	cut the meeting times, combine Monday meetings and meeting every other Monday	**	meetings are too long, hearing the same information several times in different meetings	****	discuss whether meetings can be modified or combined	
10/19	Understand the current process, look for gaps if they exist.	*		*	I really don't think the committee structure is the problem. We don't have too many committees or even that much duplication. It entirely makes sense for subcommittees to do the bulk of the work, then provide recommendations to College Council, which recommends to the president. The problem is, we have too many new people in leadership positions who don't have the history or understanding of how this is supposed to work. And the bigger gaps are not in subcommittees, but in the College Council process. CC should review an annual calendar, taking into account the budget, strategic planning and any other calendars or schedules, and plan it's schedule accordingly. If there's a perception of either gaps or duplication, we should get specific about where we think that is. I don't see that much of it.	
10/19	Have one representative from each area. For example, there could be three representatives from Student Services instead of several (admin, faculty, and classified)	*	College Council membership is large	*****	Provide an orientation once a year to all new committee members in regards to the planning process and how items are approved through College Council	
10/19	Break down of committee and its intended purposes. Allowing the committee to do its job and then report to the larger group.	**	Many committee meetings repeating the same topics/conversations. Also having repetition of people on committees.	*****	Evaluate the actual make up of the committee's. Attempt to get more involvement from campus on issues that impact the entire campus community.	
10/19	1- clarity of committee or meeting purpose		1- meeting management - how to stay on task and on time 2- sometimes it is difficult to find updated committee information	*	1- create a tool kit of templates to help with meeting procedures	
10/19	Encourage dialogue	**	Which items need to be approved by College Council?	*****	Restructure College Council Agenda and membership. Maybe restructure the sub-committees who report to College Council.	
10/19	Let's just not rubber stamp approve	**		*	We should have an easy-to-locate set of master goals for the campus, built on the Vision for Success Goals framework, that inform every committee on campus. By having an over-arching set of goals, each committee immediately becomes more efficient, because we are all moving in the same direction. Information is no longer repetitive, because the repeats make sense and reinforce which goal is particularly important at that time. Our mission statement should align with those goals and should be the backbone of everything we do on campus. The "lighthouse" should be With Students At Our Focus.	
10/19			Strategic Planning committee doesn't actually plan anything, it spends most of its time reviewing Program Reviews. Those are 90% retrospective and 10% future plan.		Having established goals will also allow for each member of our team to feel like they are contributing to something bigger. I'm sure a lot of our folks feel like they are treading water to get from one day to the next. Published goals and open discussions about how tasks contribute to those goals will increase moral, employee effectiveness and ultimately, student success.	
10/19			Facilities planning committee should include a regular discussion about upcoming events on campus with key stakeholders in regular events (IMU, Security, Student Services, Athletics, Fine Arts, etc) to ensure that we are not overtaxing any one area and that no one is ever blindsided by an event.	*****		
10/19	Have each division review the committees their members are part of and make adjustments or changes as needed every term or academic year	*	Each division has members attend committee meetings	*	Allows for review so there are no more than one member form a division per committee, allows everyone to participate and report back to their division	
10/19	Have more communication, work on trust and collaboration	*	We are working on numerous committees but information does not get shared at times, the communication stays within that particular committee	*	More communication, trust and collaboration will allow change to occur	
10/19	For college council in particular, I think that many of the reports at the end of a typical meeting could be delivered via email (either earlier that Monday or with the minutes and agenda) and if anyone has questions they can be asked during that time. I've thought for some time PC should have more of a regular email bulletin from the same account to highlight important information that would be easy to search and find in your email inbox. (Like the email address only sends campus bulletins) There could be separate ones for faculty/staff and students. That also might mitigate some of the redundancies in meetings and enable the communication to reach the campus as a whole	*****	There is certainly overlap on the 3 pm Monday meetings but I don't see a way around it, as enrollment management has a specific and important purpose. I think engagement in meetings decreases with length and participants at a meeting, especially on Zoom. In this format, unless I have something critically important to add to the meeting, I'm not going to unmute myself. I think the crickets that are heard at some points are because others might feel the same way. Maybe utilizing breakout groups would help for things that require discussion?	**	not sure.	
10/19	Transparency: Show who is doing the work? Both spreadsheets is a good start, but only if something like that is distributed each semester and everyone sees who is doing what.	*****	It seems like every division has a couple of people who are willing to do the work and those same people are on all of the committees. Unfortunately, I don't know how you change that because sticking someone who doesn't want to do the work on a committee isn't going to help the situation.	*		
10/19	Eliminate redundancy: If two committees or work groups have similar purposes and many of the same members, can we combine the two?	*	I also don't think we have a clear guide to the committees (what each committee does and how it fits into the larger picture). I realize that the college has these types of documents, but to the best of my knowledge, they aren't shared or explained to new faculty. An easy to understand guide would help a great deal.	*****		
10/19	Eliminate reports at meetings: Why not distribute those in a document to read before the meeting? Perhaps the representative could highlight really important points of the report if necessary, but we don't need really long meetings just for the sake of meeting.	*****	In my experience, some faculty get a pass in terms of committee participation. This creates an environment where others are on multiple committees and are spread thin.	*****	Work with the union to make committee involvement a part of the evaluation process.	
10/19	I feel as though committee participation should be a part of a faculty member's evaluation process.	**	How can we increase feedback from members? How can we effectively pass information along?	**	Review membership, is it by constituency or by role?	
10/19	Having the right representation in the committees	*	Committee work is done in small circles of the same people.	*		
10/19	Smaller sub groups working on more specific actions that contribute to the larger goal of the slightly larger committee and in-turn contributes to the overall goal of the campus.	*	There is often little communication or coordinated work between groups working on similar projects or goals until deadlines are very near.	*		
10/19	More uniform reporting and accountability for each committee.	*	Committees are too large.	*		
10/19	Clear expectations on what is needed in a College Council meeting from each committee. How does it all contribute to the overall success of the committee structure system?	***	We don't use subcommittees/workgroups enough.	*		
10/19	make the structure wider and shallower, reduce the overall number of committees, have manageable agendas that can fit within the scheduled time, and a meeting early when the agenda is done.	***	A lot of the same voices are heard throughout these committees. New employees are not always included.	***	Lower the attendance level of committees.	
10/19			Often those participants based on position rather than identified skills or experiences.	*	Clarify the goals/mission of committees weighted against overall institutional goals. No committees for the sake of committees. Revisit these goals more often to make sure they align with changing community needs.	
10/19			Walling until the next meeting to make decisions can sometimes unnecessarily slow down the process.	****	More general access to data sharing between committees.	
10/19			Too much duplication, I feel like I'm constantly building another agenda, too many meetings.	*	Identify the gaps - who's not getting information and why?	
10/19			There is a pattern of prioritizing tasks over strategic planning. As a result, we are not using our resources (i.e. time, funding, staff and etc.) efficiently. We often times work in clusters, replicating efforts by inventing and reinventing the same wheel rather than looking at what's needed to ask if having a wheel meets the need. There is a lot of available resource within our community, but we rely heavily on external resources. We could benefit from leveraging the skill we have on campus to support buy-in and expand our community knowledge. We are innovative in our approach. We use the same format over and over rather than assessing what did and did not work and using the feedback to create new opportunities to engage with our community. We do not use predictive analytics to forecast areas of opportunity, weaknesses and/or engagement trends. We are more responsive than proactive. We need more courageous discussions with diverse groups present.	**	We need more collaborative discussions that includes equity and social justice. Expand the participation to include representation from all levels (i.e. Staff, Faculty, and Administration).	