

**College of Education Senate
Meeting Agenda and Minutes**
September 1, 2023, 9:00-11:00 am
Meeting Location: Benjamin 3237

ACTION ITEMS FROM MEETING:

- ~~• Change meeting time to 9:30-11:30 going forward (Luke)~~
- Volunteer and/or nominate others to participate in the Strategic Planning working group! (all)
- We want to know each other better. For next time → everyone please come prepared to briefly describe your work in a couple sentences, and come with 1-2 ideas about what is driving you, what you're most excited about (either in your own work or in your work on the Senate), etc. (all)
- We want to provide a pathway or conduit for collecting information from our constituents – Google Form, Qualtrics, etc. We also want to balance concerns about what we CAN and CANNOT do, and make sure we communicate that we are listening, even when we can't act. Please come prepared next time to discuss this, in particular focusing on how YOU can do this for your constituency/constituencies

Attendees: Luke Butler, Rachel Romeo, Eric Schoute, Taylor Woodman, Yewon Lee, Veronica Kang, Tiffany Coates, Adelaide Sudbrink, Olga Walker, Seyma Intepe Tingir, Jaden Mikoulinskii, Kellie Rolstad, Lisa Eaker, Maria Somarriba, Adrienne Mayo-Brown, Rachel Hess, Shannon Kane, Loren Jones, Taylor Clark

1. Welcome and introductions (all) (9:00-9:05)
2. Chair's remarks (Luke) (9:05-9:10)
3. Dean's remarks (Kimberly) (9:10-9:25)
4. Preparations for Strategic Planning (9:25-9:40)
 - a. Overview (Kimberly)
 - i. We will be conducting Strategic Planning over the course of 2023-2024. We will start by discussing how to be intentional in creating the most inspiring Strategic Plan that we can, while being mindful of the demands on everyone's time.
 - ii. Fall 2023 we will begin having conversations about why we do what we do, what our specialities are and what do we have to offer, and how do we do it in a way that makes a unique contribution. Goal is a draft of a vision and mission for COE.
 - iii. Will be working from this vision and mission in our January COE Retreat and beyond to clarify priorities and build towards concrete goals. We will have a writer involved in this process, but are not farming it out to a consultant.
 - b. Volunteers for working group on COE vision and mission (Luke)
 - i. Will involve meeting for small, short meetings multiple times over the course of a short period of time. Once a week, 45 minutes. It's okay if you can't make every meeting.
 - ii. Luke will send an email asking for 2-3 volunteers. We definitely want to make sure to have representation from students, staff, AND faculty.
 - iii. You may also nominate others, please don't hesitate
 - c. Questions/thoughts/ideas (Luke & Kimberly)
5. The Role of the COE Senate as part of a healthy COE democracy (all) (9:40-10:10)

- a. We are (supposed to be) a representative body that both communicates important information TO our constituents, but also FROM our constituents. We get clarity on the important issues of the day. And we form community where we get to know and understand each other across different groups, units, and departments.
- i. For next time → can everyone prepare ideas about what is driving them, where they're coming from, etc. Getting to know each other in this body.
 - b. How best can we do this?
 - c. Ideas:
 - i. Putting something in signature line that says senate representative so people know they can contact you if they have things they want brought to leadership's attention
 - 1. One issue is that we are part of COE community, but also external communities, which makes putting it in signature line a little tricky
 - ii. Being tasked with bringing this message to our constituents and telling them our goal of better representing them as our constituents
 - 1. Should this be shared or different for each constituency
 - a. Might need to be separate for reasons of confidentiality and power structures/imbalance → need to make it feel like a safe space
 - iii. Once we establish what this might look like, perhaps the Dean could send a message setting this tone and goal, and then we can go back to our constituents and reiterate this → Kimberly will mention this in
 - iv. Provide a pathway or conduit for collecting information from our constituents – Google Form, Qualtrics, etc.
 - v. Need to also communicate that we're not just reactive, but also proactive – identify needs and show that we are working on it. This will help build trust that we are doing this.
 - 1. Mental health
 - 2. Build community even amongst those who rarely or never come to campus
- vi. Who ARE our constituents?
 - 1. It's not just our departments, or staff, or what it says on the COE Senate Roster
 - 2. Many of us have multiple constituencies, or sub-constituencies, and those should be identified. → create a document outlining this?
 - 3. Is there a way for the form to have a place where people can self-identify their membership in various constituencies and we as senators can be tagged on that?
- vii. Also need to be honest about what we CAN and CANNOT do
 - 1. It's okay to take the gripes or concerns we can't fix, but we can listen, and we can pass it along
 - 2. It's important to gather all the information we can, even if all we can do is pass it along to leadership
- viii. Have a space and time in each senate meeting where we can take up the matters that our constituents bring up
- ix. How can we use GSOs and other student and other affiliation organizations to help with this?
 - 1. Leverage the organizations and leaders we already have – we don't need to reinvent the wheel
 - 2. We may also need a faculty/staff point person for interfacing with students, since they won't be here as long
- 6. New business (10:10-10:30)
 - a. Meeting schedule, goals, and format (all)
 - i. We'll plan for in person as default, with some exceptions

- ii. Shift to 9:30-11:30 (Luke will confirm with Maria)
 - b. Title IX workshop (all)
 - i. First round was on April 7th
 - ii. We have been asked to find a time for a second workshop that will include updates that were not yet ready for the April workshop
- iii. Discussion of potential times (one possibility: first Friday in October when depts have their other meetings; other ideas?)
 - 1. This may not be feasible
 - 2. Other ideas? What formats are available? Can we have it recorded? If it needs to be synchronous, can we log in from elsewhere? Luke will follow up
- c. Election of a Senate Secretary (all) (10:30-10:35)
 - i. Secretary's primary responsibility for taking minutes at meetings or arranging for a substitute if they will not be in attendance
 - ii. Secretary is a member of the Steering Committee, which has additional meetings on Wednesday mornings the week of each regular senate meeting
- iii. Nominations and vote → Kellie Rolstad (uncontested; unanimous vote)
 - d. Discussion of committee roles and membership sign-up ([click here for roster](#)) (10:35-10:50)
 - e. Other business from senators? (10:50-10:55)
- i. Hiring program assistant in Advancement – spread the word (Rachel Hess will send the ad)
 - 7. Save the Date! (10:55-10:59)
 - a. September 8 - COE Assembly - Riggs Alumni Center
 - b. September 20 - 4-7pm - COE Grad Fair Expo - in the lobby facing Campus Drive
 - c. September 27 - 6-8pm - Alumni Awards Reception - Riggs Alumni Center
 - 8. Adjournment (11:00)