

Background

The ASEC has heard from Senators a desire to streamline the process for the creation of Senate work groups. In an effort to do so, the ASEC developed the draft guidelines below. These guidelines are based on:

- Current practices
- Past motions
- Past Senate discussions

Be advised, this is a draft document and is a starting place for this conversation. This is an information item, but will return on the discussion agenda in early spring. Input and suggested changes are welcome and expected.

Work Group Guidelines

Academic Senate Input

- The ASEC will address content from Senate discussions and motions, specific to the formation of a work group, to ensure the will of the Senate is reflected.

Expertise

- The ASEC will identify necessary expertise to address the work group charge and invite appropriate stakeholders and/or disciplines to participate.

Size

- Work groups will be reasonably sized, such that there are enough individuals to complete the work.
- Work groups will be reasonably sized, such that work groups are able to meet regularly with regular attendance from all members.

Representation

- Effort will be made to ensure broad representation from District sites, disciplines and instructional designations.

Diversity

- The ASEC will work to ensure work groups include a diversity of lived experiences and have representation from historically minoritized populations.

Timeline

- Time needed to complete assigned tasks
- Deadlines at the local or state level that may inform the work