# Campus Collaboration Team
# Meeting Notes
# April 4, 2023

Co-Chairs of the Campus Collaboration Team (CCT) welcomed members of the team to our monthly meeting.

The CCT discussed the membership of the team. It was agreed that three roles should be added to the group including Associated Students, CSEA, and the Transfer Center. Daniel offered to reach out to these three groups to invite them to future meetings.

The CCT discussed adding resource members to the team. While the CCT recognized the importance of including as many voices and people at the table as possible, the team also recognized that formally inviting groups as resources might create an exception of participation that could be counterproductive. The Co-Chairs made a commitment to ensuring that the campus was informed about agendas and meeting notes so that those that wanted to participate could.

The CCT discussed responsibilities for Committee Chairs, specifically related to "thinks a chair should do at the end of the spring term." Items included:

1. Year end reports to Faculty Senate
   Most shared governance committees are required to submit a year end report to Faculty Senate. Most reports can be submitted in writing to Faculty Senate, although some chairs should expect to be invited to present their report to Faculty Senate. Chairs are encouraged to contact Faculty Senate President Jennifer Combs and/or Faculty Senate President Elect Jeanette Rodriguez to coordinate their report. The team requested guidance for year end reports. The Co-Chairs of the CCT will try to get sample year end reports to the team. We also discussed creating a template to help guide authors.

2. Confirming membership rosters for next academic year
   Chairs should be assessing their committee membership rosters and should notify Faculty Senate if new elections are required to fill spots on the committee for the next academic year. If your committee will need new representatives from CSEA or from Associated Students the chair should notify those organizations at the beginning of the fall semester. CSEA and AS appoint their representatives at the start of the AY where faculty typically select membership in the spring prior to the next academic year. The CCT identified a few changes that could help committee chairs maintain full rosters including:

A. Starting the process earlier so that faculty can be elected to committees before they schedule their fall classes.
B. Creating a list of faculty that are already serving on committees at the college.
C. Collaborating with Dean's to ensure that course scheduling considers, when possible, committee assignments.

The CCT discussed a draft model of cohort management for all students at Fullerton College using student success teams visualized in Starfish. The CCT will be asked to participate in an effort to identify which programs are providing supports for our students along their educational journey and how we can build Starfish to help support their work.