

CAMCIG Ground Rules (effective Sept. 12, 2006)

Minutes

- Will include broad directions, not necessarily 'who said what'.
- Will include summaries of discussions and action items.
- Will be sent out for review before publication. The person preparing the minutes will receive and incorporate suggested changes.
- Responsibility for minutes will rotate among CAMCIG members.
- Will be posted on the website so that people can be referred to them.
- Will not include anything confidential
- Chair will notify HOTS and SCP AC when minutes are posted.

Group Process

- Careful listening is encouraged
- Conflict is OK. Differences between competing views should be named and understood
- Anybody can ask for clarification at any time
- Anybody can question process at any time
- Expression of feelings, both positive and negative, is encouraged
- Strive for consensus; but record dissenting opinions
- Consensus means that each person is heard and understood and that the decision is acceptable and supportable by everyone in the group. It does not mean that the decision will necessarily be each person's preferred decision.
- We value everyone's participation; come prepared to participate
- Meetings will be conducted in a comfortable, respectful, and safe environment
- Meetings will start and end on time
- We all share responsibility for the process, product, and outcome of the meeting
- During a discussion, if you have a concern you should voice it. If you haven't voiced an objection or concern by the time a decision is made, then silence implies consent.
- State explicitly if something said during a meeting is confidential
- State explicitly if something said during a meeting is to be widely shared or when members should bring back feedback/information from their department

Recommendations from CAMCIG

- Can include long and short term goals
- State when additional resources are needed to move in a recommended direction
- If specific campuses cannot comply with a recommendation, record this information

Meetings/Conference Calls

- Conference calls will be scheduled monthly (first Monday of the month from 2:30-4:00) and will be cancelled if not needed.
- Additional conference calls may be scheduled if needed

Process for agenda setting

- Review agenda items for the next meeting at the end of each meeting
- Chair will ask group for agenda items before each meeting
- Anyone can propose an agenda item to the group at any time (e.g., in response to an event or development)

Participation in meetings

- Meetings will be cancelled or re-scheduled if more than three members of the group cannot attend; substitutes are not accepted
- Guests may be invited with prior notification of the whole group

Report due to HOTS in one year (mid-September 2007)