

SHARED GOVERNANCE COMMITTEE MEETING  
Focus Group Sub-Committee Meeting  
January 29, 2008

Minutes:

Members Present:

Bob N. Cage  
Luke Thomas  
Charles Holloway  
Joe McGahan

Members Excused:

Gordon Harvey  
Ken Clow  
Camile Currier

The first order of business was to elect a chairperson. Dr. Bob N. Cage was nominated and elected.

The committee discussed the process by which faculty and staff would be notified about the Shared Governance Final Document and Focus Groups. The committee recommends that the first announcement be sent from the President or the Provost with a general statement about the development of the document, the need to read it, and the importance of attending a focus group, when it is made available for their department or unit.

A few days later a second announcement should be sent by each dean or unit head/director indicating when and where the focus groups will be held. The dean and unit head/ director should encourage their faculty and staff members to read the document and to attend the focus group. This suggests that the dean and the unit head/directors will meet with their respective administrative heads/chairs to organize the times and places for the focus groups to be held.

The committee recommends that each member of the Shared Governance (SG) Committee chair one or more focus groups in their college or administrative unit. Each focus group will need a facilitator and a recorder/secretary, the latter to take notes and to produce a set of minutes from the meeting. If a member of the SG Committee does not want to be a facilitator, then he/she should find someone from his/her department to do so.

The committee briefly talked about the role of facilitator at the focus group meeting, although our discussion was not complete. One procedure discussed was for the facilitator to have extra copies of the SG document to distribute in case a participant had not read the document or had forgotten to bring a copy to the meeting. The facilitator would then ask the participants to mention any issues or questions they had about the document. These items could be put in the computer and on the screen or (in a smart classroom) or on a chalkboard or whiteboard, if not. Once all issues and/or questions had been discussed, a priority listing of the top issues would be made and recorded by the recorder/ secretary.

If the number of participants in a focus group exceeds 15 persons, it is recommended that the facilitator divide the groups into two or three smaller groups for discussion then reconvene the smaller groups into one group to list the issues and/or questions.

The primary purpose of the focus groups is to gather information and concerns about the document. For example, if a participant asks a question as to why is something done a certain way, the facilitator need not give his/her opinion. The facilitator should ask the participant, “How do you think this something should be

done or should be handled?”, thus gathering information, rather than trying to answer the question or the concern.

The committee thinks the focus groups should be held in the late February and early March so that data analysis of the priority listings of the issues can be done in late March.

Recorder: Bob Cage