

## Minutes of the Shared Governance Subcommittee Meeting

Tues. 11/2/2010 – Library Conference Room

Members Present: Diane Walker (Chair), Jim Potter, Dixie Lewis

### Agenda Items:

#### U-High Keystone Council Webpage

- Pioneers Plan for Progress- This document has been updated on the webpage
- 2010-2011- Keystone Minutes and Documents Archives – Folder Set Up .
- 2010- 2011 Subcommittees and Documents – Archives Updated
- Missing Archives - Diane noted that the following 2009-2010 documents published in the Archives are not complete:
  - Keystone – April/May 2010 Minutes missing
  - Clinical Experience – Only 11/2009 minutes posted
  - School Development – No minutes posted
  - Personnel – No minutes posted
  - Shared Governance – No minutes posted
  - School Parent– Only Dec. 2009 minutes posted
  - Student Conduct – No minutes posted

Documents from other years are also missing. The subcommittee decided that Year End Reports for 2009-2010 will be posted on the webpage. The committee will not attempt to find and post all missing minutes from all committees for 2009-2010 or previous years. Beginning 2010-2011, it will be the responsibility of the Shared Governance Chair to see that the webpage is current and updated per the subcommittee's recommendation during their Oct. /2010 meeting.

#### Essential School Structures Revisions:

The Diversity and Shared Governance Documents need to be revised due to current changes in structure (Diversity) and responsibilities (Shared Governance) Revisions were identified and will be submitted to Keystone once Word (non PDF) copies can be obtained for revision. These revisions include:

- In the ESS for Shared Governance, the following will be added to Structures and Procedures: ***The chair of the Shared Governance Subcommittee will be responsible for updating and maintaining the Keystone Webpage with technical assistance from the Communications Assistant.***
- The ESS for Diversity will be revised according to the following:
  - ***Keystone Standing Committee*** instead of an Administrative Standing Committee.
  - Revision to **Purpose:** The Diversity Committee is a standing committee ***created by Keystone***
  - Revision to **Structures and Procedures:** Will be made once item re: committee membership selection is clarified. See below

**While working on revisions, other items re: the ESS document needing clarification were noted:**

- Structures and Procedures of most Keystone Standing Committees note that faculty subcommittee members are enlisted by the Keystone Chair. Is this the current procedure? If not, the language needs to be updated in all Essential School Structures documents.
- When the ESS notes that a Keystone rep is to serve on a subcommittee, whose responsibility is it to ensure that this is the case?
- The ESS for the Diversity subcommittee notes that parents and students are to serve on the committee. How are these members selected?
- The Parent/School Relations subcommittee ESS does not list parents as Members. Is this correct?
- Structures and Procedures of the ESS for all Keystone Standing Subcommittees need to be reviewed and possibly revised for accuracy and consistency across subcommittees where warranted.

**Other:**

The committee decided to post **Current Agendas** to the webpage in addition to **Recent Minutes** to bolster communication that may lag when Keystone cancels a meeting resulting in the previous months minutes not being approved and therefore not posted.

It was recommended that all subcommittees document *members present* in all meeting minutes for recertification documentation purposes.

**The meeting adjourned at 4:00.**

**Shared Governance will meet again on Tues. Dec. 7<sup>th</sup> at 3:10 in the Library Conf. Room**

**Respectfully Submitted,  
Diane Walker , Chair**