**NORMS FOR COLLABORATION IN INSTITUTIONAL DECISION MAKING**

These norms or standards for institutional decision-making processes are intended to increase transparency and participation without detracting from efficiency and expediency in decision-making processes.

1. The first meeting in each fall is to include a review the group’s charge and membership as well a review of the Norms for Collaboration in Institutional Decision Making.
2. All participants in MPC advisory groups and College-wide Committees agree to adopt institution-wide perspectives when developing recommendations.
3. All participants in MPC advisory groups and College-wide Committees agree that broad participation strengthens decision-making.
4. All participants in MPC advisory groups and College-wide Committees agree that the overall purpose of meetings is to create an environment in which all perspectives are heard collegially.
5. All College-wide Committees are co-chaired by an administrator and either a faculty member or a staff member. Where appropriate, committees will have tri-chairs.
6. The administrative co-chair of each College-wide Committee is responsible for providing administrative support staff to the Committee for the purposes of preparing agendas and minutes and is responsible for routing the Committee’s work products to the appropriate next step.
7. All MPC meetings start and stop on time. A meeting time is extended only by agreement of all members at the meeting.
8. A period of time at each meeting is reserved for comments to the group or committee by members of the college community who are not members of the group or committee.
9. The last five minutes of each meeting is dedicated to summarizing the actions taken by the group including the assignment of tasks to be accomplished prior to the next meeting.
10. MPC groups whose work focuses on governance issues (Academic Senate and Curriculum Advisory Committee) conduct their meetings in compliance with the Brown Act. In addition, they may follow Robert’s Rules of Order. Subcommittees of these governance groups are not required to conduct meetings in compliance with the Brown Act or Robert’s Rules of Order.
11. MPC operational groups (College-wide Committee and Advisory Groups) are not required to conduct their meetings in compliance with the Brown Act or Robert’s Rules of Order.
12. MPC Staff Meetings may or may not have agendas and minutes.
13. The agendas and minutes for all MPC meetings are action-based in that are simply a record of topics discussed and agreements. See Appendix A for an example.
14. Minutes of MPC advisory groups and College-wide Committees are posted online within two weeks after the meeting.
15. If group members are to be asked to discuss a document in a meeting, every effort is made to distribute the document(s) to the group’s members at least two days prior to the meeting. Exceptions are made for emergent issues.
16. College faculty, staff and administrators who agree to serve on MPC decision-making groups also agree to complete pre-meeting tasks, such as reading documents, in order to fully participate in the group’s work.
17. College faculty, staff and administrators who agree to serve on MPC decision-making groups also agree to report the group’s deliberations and recommendations to those in the college community that they represent.
18. Once the group reaches a final recommendation, committee members agree to honor that recommendation.
19. When a committee member is absent, he/she may send a substitute to ensure that the information is gathered and shared within the unit represented by the committee member.
20. Unless appointed by position, a committee member will serve a term limit of 2 years unless stated otherwise in the bylaws for that committee.