The Resolutions Committee charge is to provide accurate and timely documents of the resolutions that eventually are adopted at the Senate Sessions. The process begins with Senate Committees that submit resolutions to the Executive Committee, which in turn adopts resolutions for submission to Area meetings where more resolutions may be written. A resolution document is in the packet at the Session and additional resolutions are developed there and printed at the Session. A final document for Plenary Session deliberation is prepared including resolutions and amendments.

MINUTES

I. Call to Order and Roll Call

Called to order 9:03am

<table>
<thead>
<tr>
<th>Name</th>
<th>Present (X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erik Reese—Chair</td>
<td>X</td>
</tr>
<tr>
<td>Robert L. Stewart Jr.—2nd Chair</td>
<td>X</td>
</tr>
<tr>
<td>Davena Burns-Peters</td>
<td>X</td>
</tr>
<tr>
<td>Mark Edward Osea</td>
<td>X</td>
</tr>
<tr>
<td>Krystinne Mica</td>
<td></td>
</tr>
</tbody>
</table>

II. Check-In

III. Adoption of the Agenda

Adopted by unanimous consent

IV. Minutes Volunteer—Erik

V. Meeting minutes from 2023-11-07

VI. Resolutions Committee Resources

a. Google shared Resolutions Committee folder
b. Resolutions Committee website
c. Resolutions Fall 2023 website

VII. Assigned resolutions

a. None—only referred resolutions unresolved
VIII. Current Projects

a. 2023 Fall Plenary Session Debrief
   i. Resolutions packet checklist & daily process
   ii. Debate and voting checklist
   iii. What worked well? What are growth opportunities?

   Chair discussed that the checklists and process were expanded to include details of our process at the 2023 fall plenary to serve as a record.

   The shared document recording items pulled and other notes was appreciated.

   Consensus that a weakness is the submission process, with folks confused on requirements, such as four delegate seconders with name, college, and email, only registered attendees may submit, etc. Receiving submissions from items supported at pre-plenary area meetings was also challenging. Suggestion for the resolution committee member to contact submitters at area meetings and loop in the area rep, or vice versa, so that both are informed.

   Communicating the submission process to the field is an area with growth potential. Members discussed a possible simple visual aid/process map with Thu, Fri, and Sat and minimal details for each.

b. Proposed spring 2024 resolutions timeline and process
   i. Proposed timeline
   ii. Draft submission form

   Reviewed the proposed resolutions timeline for spring 2024.

   Discussed ways to improve the submission process, including a possible submission form and/or a Google form submission option. Suggestion is to have two different forms, one for area submission, and one for plenary submission so contacts understand the different requirements.

   Also discussed including the alignment with resolution and amendment submissions with the ASCCC strategic plan by selecting to which strategic direction (or goal) the submission best aligns.

c. Resolutions handbook update—editable draft for comment
   i. Streamline—What are the essentials?
   ii. Rough outline—include the basics only with additional information in appendices
      1. Resolutions: what and why
      2. Writing guide: how
      3. Debate and voting: how
   iii. Timeline—Dec through Feb & May-June?

   Only discussed the timeline for a resolutions handbook update.

d. T-shirts
   i. Designs—Ex1, Ex2 in T-shirt designs folder
   ii. Timeframe—Order by end of Mar at the latest

   Discussed the required timeline to receive shirts before spring plenary and looked at two simple, sample designs.

e. Area A resolutions committee member
Brief discussion on finding another committee member from area A.

f. Schedule tentative resolutions meetings

Decided to wait until the area A member is decided before scheduling beyond Jan.

IX. Future Projects
   a. Proposed resolutions
   b. Rostrum ideas

X. Other Topics / Future Agenda Items
   a. Your brilliant ideas here!

XI. Announcements
   a. Future Resolutions Meetings
      i. Tue Jan 16, 2023 10:00am-11:30am
   b. Events
      i. Executive Committee Meeting – Dec 14-15, 2023 (Sacramento)
   c. Resources
      i. Email listserv sign-up
      ii. Volunteer application to serve on a committee

XII. Adjournment

Adjourned at 10:02am

Status of Previous Action Items

A. In Progress (include details about pending items such as resolutions, papers, Rostrums, etc.)
   a. Recovery from 2023 Fall Plenary Session

B. Completed (include a list of those items that have been completed as a way to build the end of year report).
   a. Established timeline and due dates for Fall 2023 resolutions process
   b. Facilitated discussion with executive committee on proposed resolutions
   c. Developed resolutions packet for review at pre-plenary area meetings
   d. Resolutions overview presented at the joint area meetings morning session
   e. Committee members provided support at their respective pre-plenary area meetings
   f. Rostrum article on Resolutions Considerations
   g. Produced pre-plenary session videos on resolutions
   h. 2023 Fall Plenary Session
      i. Produced daily resolutions packets
      ii. Supported president with the resolutions process