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

<table>
<thead>
<tr>
<th>Name</th>
<th>Present (X)</th>
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<tbody>
<tr>
<td>Erik Reese—Chair</td>
<td>X</td>
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<tr>
<td>Robert L. Stewart Jr.—2nd Chair</td>
<td>X</td>
</tr>
<tr>
<td>Davena Burns-Peters</td>
<td>X</td>
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<tr>
<td>Mark Edward Osea</td>
<td>X</td>
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<tr>
<td>Krystinne Mica</td>
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Members caught up with each other over delicious breakfast items.

III. Adoption of the Agenda

IV. Minutes Volunteer

V. Meeting minutes from 2024-05-07

VI. Resolutions Committee Resources
   a. Google shared Resolutions Committee folder
   b. Resolutions Committee website

VII. Current Projects
   a. Review of Resolutions charge
      i. Proposed charge with current charge for comparison

In depth discussion of the charge of the Resolutions Committee, completely reimagining the charge. Reviewed, revised, and edited a few iterations until no more objections to the charge. Chair will submit an agenda item on updating the Resolutions Committee charge for the Aug ASCCC Executive Committee meeting.
b. 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. Resolutions Standard Operating Procedures Google doc

As part of the initial discussion, brainstormed ideas on deadlines for resolutions perhaps borrowing lessons learned and processes developed during COVID. A number of ideas were discussed with a potential compromise of having all resolutions due at least a week before plenary and amendments and any possible urgent resolutions due during plenary (perhaps Friday afternoon). Part of the process would be to upload the resolutions packet for comment and discussion directly (Google drive used before); comments only, no editing. Might help answer some questions, clarify intent of resolutions, and provide a venue to share thoughts and develop amendments.

The bulk of the time was invested in a new, streamlined version of what was called the Resolutions Handbook and proposed to be titled Resolutions Process: Standard Operating Procedures. Started with an initial outline from previous discussions over the year then imported pieces of the existing handbook and modified for the new manual. Additional material was added. Made great progress, with additional work required to complete the updates, likely to continue with the next committee.

VIII. Announcements
   a. Future Resolutions Meetings
      i. None
   b. Events
      i. Executive Committee Meeting – June 7, 2024 (Palm Springs)
      ii. 2024 Faculty Leadership Institute – June 20-22, 2024 (Rancho Mirage)
      iii. 2024 Curriculum Institute – Jul 10-13, 2024 (Pasadena)
   c. Resources
      i. Email listserv sign-up
      ii. Volunteer application to serve on a committee

IX. Adjournment 4:21pm

Thank you to the committee members for an incredibly fulfilling, productive, fun, and all-round amazing year!

Status of Previous Action Items

A. In Progress (include details about pending items such as resolutions, papers, Rostrums, etc.)
   a. Update Resolutions Handbook

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
   i. Including staying a little longer to facilitate submission of any proposed resolutions and amendments at 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
   iii. Developed an innovative reference document establishing the order of consideration of resolutions
i. Final packet of adopted resolutions distributed to the field
j. Documented both the committee’s daily process for producing packets and division of duties during resolutions voting
k. Established timeline and due dates for spring 2024 resolutions process
l. Facilitated discussion with executive committee and received guidance on the resolutions process
   i. Framework:
      1. Resolutions process is an executive committee process facilitated and executed by the resolutions committee
      2. Had a process that worked pre-COVID, switched completely online, and now have both in person and virtual participants and have been trying different approaches and refining to better serve attendees in both modalities
   ii. Submission webform, require alignment with ASCCC purview, request alignment with strategic directions
   iii. Used executive committee guidance to develop a hopefully robust process that can be used for the foreseeable future, with refinement
m. Revamped resolutions process for spring 2024 guided by the executive committee in collaboration with the office team including:
   i. Static resolutions process webpage
   ii. Webform submission linked on above webpage (uses SurveyMonkey)
   iii. Template with guidelines and resolutions/amendments writing information that may be uploaded as part of submission process
   iv. Piloted new resolutions categories in alignment with ASCCC purview
n. Facilitated discussion with executive committee on proposed resolutions
o. Developed resolutions packet for review at pre-plenary area meetings
p. Resolutions overview presented at the joint area meetings morning session, focused on the new submission process
q. Committee members provided support at their respective pre-plenary area meetings
   i. Including staying a little longer to facilitate submission of any proposed resolutions and amendments at area meetings
r. 2024 Spring Plenary Session
   i. Produced daily resolutions packets
   ii. Supported president with the resolutions process
   iii. Developed an innovative reference document establishing the order of consideration of resolutions and included at the end of the packet for Saturday
s. Final packet of adopted resolutions distributed to the field
t. Refined documents on both the committee’s daily process for producing packets and division of duties during resolutions voting to serve as resources for future committees
   i. Included details on SurveyMonkey implementation of submission webform
u. Rostrum article on referred resolutions and some nuances in addressing them
v. Made laminated PRO, CON, and PAR cards to signal requests from virtual participants and gave to the office team for future use at FLI and plenary