



Purpose: The Coordinating Committee will advise on Charting the Future priorities and provide guidance on opportunities to increase engagement around the work plan.

Roles and Responsibilities: The Leadership Council and the Charting the Future Steering Committee identified three areas of responsibility: overall leadership and accountability; campus-level and cross-campus planning; and stakeholder engagement and skills development.

I. Overall Leadership and Accountability

- Advise on priorities, measurable outcomes and areas where we need to come together as a system
- Advise, report, and share information with stakeholder groups
- Provide guidance and advise on opportunities for consultation
- Develop a means to share progress with stakeholder groups

II. Campus-level and Cross-campus Planning

- Provide guidance on cross-campus conversations
- Identify challenges, solutions, and opportunities for cross-campus activities
- Bring forth other ideas for consideration

III. Stakeholder Engagement and Skills Development

- Advise Leadership Council on timeline and associated opportunities for broad and grassroots engagement
- Discuss approaches to knowledge sharing and support in initiative areas

Member Appointments: The Coordinating Committee is comprised of members representing the following groups. The appointing authorities listed will appoint members to the Coordinating Committee for one-year.

- **Ten (10) students representatives¹ appointed by:**
 - Minnesota State College Student Association (MSCSA), up to five (5)
 - Minnesota State University Student Association (MSUSA), up to five (5)
- **Twelve (12) bargaining unit representatives appointed by:**
 - American Federation of State, County, & Municipal Employees (AFSCME), up to two (2)

¹ MSCSA and MSUSA staff may also attend Committee meetings

- Inter Faculty Organization (IFO), up to two (2)
- Minnesota Association of Professional Employees (MAPE), up to two (2)
- Middle Management Association (MMA), up to two (2)
- Minnesota State College Faculty (MSCF), up to two (2)
- Minnesota State University Association of Administrative and Service Faculty (MSUAASF), up to two (2)
- **Nine (9) administrators appointed by the chancellor:**
 - College, university, and system office administrators

Expectations of Committee Member: Members are expected to:

- Attend and participate in meetings as scheduled.
- Represent the positions of their constituents.
- Work with all members to build consensus in Committee decisions and recommendations.
- Provide recommendations that meet student, institutional, and system needs
- Communicate discussions and recommendations back to their constituents.

Committee Chairs: The vice chancellor for academic & student affairs will chair the committee. Additional chair(s) will be selected from the members of the Committee by consensus of the members of the Committee. The chairs with assistance from the system director will take the lead in identifying issues to be discussed by the Committee and help develop the full Committee agenda.

Meeting Times and Dates: The Committee will meet on a schedule and use formats agreed upon by the consensus of the Committee.

Committee Information: The Committee charge document, Committee membership list, meeting schedule, agendas, meeting synthesis, and other information will be available and posted publicly at <http://chartingthefuturemnsu.com>.

Staff:

Ron Anderson,
Vice Chancellor for Academic and Student Affairs
Ron.Anderson@so.mnsu.edu
651-201-1669

Nicole Merz
Project Manager
nicole.merz@so.mnsu.edu
651-201-1446

Coordinating Committee Commitments to Members:

1. We will avoid specialized or insider language, including acronyms that may not be familiar to all present
2. We will be engaged, and all voices and communication styles should receive equal consideration and respect; each participant has a responsibility to ensure that all voices are heard
3. No voice will be given more weight; no one will be patronized
4. We will be constructive and collaborative; we will aspire to earn the trust of our colleagues
5. A spirit of generosity prevails that allows for disagreements and honesty—a safe environment to take risks or misspeak and be forgiven
6. Everyone brings experience to the discussion and all experience is valued and respected. Positional power will not be considered more valuable than experience
7. We won't embarrass each other
8. We will deeply listen for understanding--don't rush to judgment
9. We will be welcome and be respectful of differing opinions
10. We will encourage asking questions or asking for clarity
11. If conversations become strained, the conveners (and members) will ensure that a respectful tone is maintained
12. We recognize differences in communications styles and processing styles and will work to accept and accommodate those styles
13. Finally, all of us participating, not only the chairs, have a responsibility to fulfill these commitments, and we will hold each other accountable

Values: appreciative inquiry, creativity, critical thinking, openness, honesty, generosity, inclusiveness, respectfulness, kindness, critical questioning, deep engagement, shared responsibility.

*Developed by CTF Steering Committee 1/21/15
Confirmed by Coordinating Committee 11/12/15*