In Attendance: Cathy Brinkman, Madeline Hernandez, Leslie Milke, Zoila Rodriguez-Doucette, William Roane, Louise Barbato, Isael Hermosillo (FMCS)

Ground rules were set by consensus for all mediation meetings:

   a. We’re all equals
   b. Anyone can speak
   c. All decisions are made by consensus
   d. One person speaks at a time
   e. Do not repeat what someone else has said
   f. Absentees are responsible for getting caught up

The group then came up with questions to help discover and create our purpose. We all created questions as asked by: the mediator, the client and the mediator administrator. We placed these questions into categories of Form, Policy or Other (attached).

Isael then presented a template of a Proposal for the Mediation Process. We discussed briefly and agreed to tackle the components in small groups at the next meeting. Isael left us with a completed version of a Process for Mediation Proposal that we are to read before our next meeting.

The next meeting is tomorrow, May 15th at 10:30-1:30 in the Academic Senate Office.
Questions to Help Discover and Create the Purpose of the Peer Mediation Committee

I. Form
- What issues are open to discussion? M
- Who will be selected for me? C
- What are the possible outcomes? C
- What is timeline for getting assigned a mediator and for the actual process? C
- What is possible outcome? C
- How long should sessions last? How many meetings? M
- Who do I go to to start the mediation process? C
- What types of problems/issues will be addressed? C,M

II. Policy
- Do I determine or pair up mediator with client? MA
- Will I be responsible for an exit report? MA
- What happens if I'm not happy with the mediator chosen? C
- What happens at the end/after mediation is finished? C
- What goal should I try for? M
- Who keeps records? C
- What resources do I have? M
- May I request my own mediator? C
- Am I allowed to turn down my own mediator? C
- Am I allowed to know, work or report to the client(s)?
- What if I’m not comfortable mediating for an individual? M
- Issues of confidentiality C,M
- What is my role with the committee? MA
- How do I classify mediators? Based on style, skill, personality, comfort level?? M
- Once the process begins, can it be terminated? C
- How do I deal with difficult people? M
- What are ground rules/responsibilities? M
- Will the mediator work alone, with partner, team? M
- What is the best way to evaluate the program to ensure it is working/successful? MA
- Do I need to consult with anyone to begin the process? MA
- What level of support will I have? M
- What do I do if I feel overwhelmed in the mediation process? M
- Will I have someone to talk to after a mediation session (debrief?) M
- Will I be compensated? M

III. Other
- How do we encourage participation? MA
- How does this process become part of our culture? MA
- Where will the sessions be held? MA
- Why should I try or trust this process? C