

## **Recommended Actions**

1. To keep shared governance committee membership current, new members are recruited on or before Flex Day in the fall semester.
2. Agendas and minutes are posted on the committees' respective Web sites in a timely manner.
3. Regular membership attendance is adhered to, and committee co-chairs enforce the 3-absence rule. Associated Student Organization representatives are strongly encouraged to attend.
4. Committee reports to College Council and self-evaluations are posted on the SGOC Web site every fall semester.
5. The Web sites for each shared governance committee are consistent.
6. All committees use the prescribed templates for agendas and meeting minutes.
7. The SGOC and the shared governance committees provide training workshops to new members.