

## DRAC Meeting minutes February 5th, 2020

### I. Attendance

- Rebecca McLean
- Patrick Roulet
- Darren McCroom
- Carolyn Nielsen
- Jeanne Gaffney
- Travis Cram
- Vicki Hsueh
- Brenner Barclay
- Phoebe DeMeerleer
- Colton Rasanen
- Kevin Harris
- Quin Wilder
- Steven VanderStaay
- Megan McGinnis
- Erin Emry
- Nicole Larson
- Jeff Newcomer
- Allison Mazurek
- Ryan Meredith

### II. Approval of Minutes from 1/29/2020

- Swap notation error:
  - Dance asked for \$5,000 and Theater asked for \$4,000.
- Kevin abstained from Dance and Theater funding votes.
- Patrick brought to question the notation protocol for abstentions.
  - Travis agreed to find proper guidelines to follow.
- Amendment of “constitutes are met”
- Carolyn brought up a discussion around the professionalism of healthy discourse in the DRAC meetings.
  - This conversation was tabled until later in the meeting.
- Colton motions approve amendments and the minutes.
- Kevin seconds the motion.

### III. Charter Revisions

- Process for reviews
  - a. Travis suggests adding “current department too”
    - i. Carolyn motions to vote
    - ii. Darren seconds the motion
    - iii. Unanimous vote to approve
  - b. Changes to Criteria
    - i. Interscholastic to intercollegiate
    - ii. Appendix A of definitions added with the language “These areas are outlined in Appendix A”

- iii. Kevin motions to approve
- iv. Jeanne seconds the motion
- v. Unanimous vote to approve
- c. Application process section-amend to specific new approved procedures (pre application questionnaire, application form/process, rubric if selected).
  - i. Change “petition” to application for consistent language.
  - ii. Appendix B (Application Instructions) added
  - iii. Appendix C (Application Rubric) added
  - iv. Kevin motions to vote
  - v. Colton seconds the motion
  - vi. Unanimous vote to approve
- d. Member attendance and participation requirements
  - i. Refer to S&A “Rules of Operation and Responsibilities”
  - ii. Constructive dialogue
    - 1. Asking questions > assigning motives
    - 2. Assume positive intent
    - 3. Stick with the agenda
    - 4. Agenda items can be submitted by any DRAC member
    - 5. “I statements”
    - 6. Student \$ on the forefront of people’s minds
    - 7. Dispute ideas not people
  - iii. Discussion of adding an “Expectations and Operations” in the DRAC charter
    - 1. Guidelines for faculty that can be present
    - 2. A humanitarian but definitive expectation of attendance
  - iv. Quin motions to table conversation until next week
  - v. Kevin seconds



Charter changes, Meeting 2/5- Travis's notes

**A. Criteria:**

A represented area shall have "Department Related Activities", such as an artistic or academic production or event, that is intended for a public audience and the broader university community or that represents the University in intercollegiate competition of an academic nature. These areas of activity are further outlined in Appendix A. Students collaborate with faculty advisors from the department to determine content. Participation in such activities shall be open to all students enrolled in the university but may be subject to criteria established by the faculty supervisor of the activity. Students may be required to audition and be selected for participation, for instance.

**B. Current Represented Areas:**

A current roster of department related represented areas, both full-time and probationary, will be maintained on the DRAC website (URL). Whenever a department already recognized and participating within DRAC also has a new activity potentially qualifying for receipt of DRAC funding, the activity may receive such funding and/or be recognized as an ongoing activity by majority motion of the voting members.

**Membership Petition Procedures:**

1. Departments interested in applying for DRAC membership must first complete the steps outlined in the "Getting Started" guide on the DRAC website to determine if DRAC membership is relevant for their activity prior to completing a formal application.
2. After completing the "Getting Started" guide, departments may request membership by submitting an application and presenting their application to DRAC according to the process outlined in Appendix B.
3. DRAC applications will be evaluated according to the criteria and charge outlined in this charter and the corresponding rubric outlined in Appendix C. New departments can be admitted by majority decision among DRAC voting members.
4. If the application is determined to meet the criteria for membership, the petitioning represented area must complete an initial three-year probationary period during which the named department representative and a student representative shall attend and participate in all meetings but may not exercise voting rights. While continuity in representation is encouraged, departments appoint their representatives annually.
5. The department of the probationary represented area may receive funding for qualifying activities during the probationary period which begins when the petitioning area appears before DRAC with a faculty and student representative to make a presentation describing the area including a proposed budget to request membership. After the probationary period the committee can accept or reject the petitioning area based upon participation and attendance at the meetings by both faculty and student representatives of the requesting area.

**Appendixes created:**

**Appendix A:** DRAC activity area definitions.

**Appendix B:** Application Instructions.

**Appendix C:** Application Rubric.

## **Proposal: DRAC Expectations for Committee Participation and Conduct**

**Proposal: Add language/section that describes expectations for conduct, attendance, and participation for all members.**

**Proposed language [location in charter will have to either be created or we will have to add to most relevant section].**

1. Both the student and department representative for each group are expected to consistently attend and participate in deliberations and decision-making during meetings throughout the academic year. Constructive dialogue is essential to the functioning of this committee and all voting members and participants should endeavor to uphold the committee's discussion norms. Specifically, participants should seek to:
  - a. Always keep student financial cost at the forefront of decision-making.
  - b. Ask clarifying questions rather than assuming another's intentions.
  - c. Assume positive intentions and good faith of others.
  - d. Diffuse tension with "I"-centered language.
  - e. Engage and debate the idea rather than the person.
  - f. Limit discussion items to the agenda and work with the chair to add items to the agenda prior to a meeting.
2. All departments and students face scheduling challenges or emergencies that may require short-term adjustments to attendance. All members should endeavor to communicate with the Chair and the Provost for Undergraduate Education's office in the event that scheduling disruptions occur.
3. Should the committee agree by majority decision that an area's department and/or student representative is failing to uphold its attendance or participation expectations, the chair will inform the representatives in writing and collaborate with them to construct a plan for improving their performance. If the committee believes that unsatisfactory progress is made after [1 year? 2 quarters? 1 quarter?] the committee can, by [majority? 2/3rds? 3/4s? Consensus?] vote, return the group to probationary status for [1 year? 2 year? 3?] and normal procedures and evaluations for probationary members shall be applied to the group.

**To help clarify who needs to attend and to allow a little more flexibility, I recommend modifying III.A.3 in the following manner:**

"One (1) department member who is either the faculty adviser or budget authority for the area. The faculty adviser and budget authority for each area will have an automatic proxy for the other for ease of scheduling."

## **Proposal: DRAC Probationary Evaluation Procedures**

### **Proposed Language, to be included in II.D.5 [originally II.D.3]**

The department of the probationary represented area may receive funding for qualifying activities during the probationary period. **The probationary period will begin [the fall quarter after admission/immediately after admission] At the conclusion of the first and second probationary years, each voting member will advise probationary members on their performance in upholding the committee's expectations on attendance and participation outlined in [reference section where we place expectations]. Members will rate probationary performance as either meeting, exceeding, or failing expectations in the categories of [attendance, participation, and discussion norms]. Ratings will be submitted [via email? to probationary members and chair? To entire committee? To just the chair, who passes it on?] no later than [When is it due? Before finals week of Spring Quarter?] At the conclusion of the third probationary year, the committee can accept or reject the petitioning area based upon their performance throughout the three-year probationary period.**