Helpful Hints for AGC Ad Hoc/Policy Committee Co-Chairs & Members

Putting the Committee Together

- AGC Exec typically recommends that committees be co-chaired by the policy/issue "owner" and a faculty member.
- Committee co-chairs are responsible for forming their committees. Please consider the following with regards to committee membership:
  - o Who are the key stakeholders across the College for your issue?
  - o Do you have/need representation from all faculty groups – SAS, SWD, and SSR?
  - o Is the number of members you have chosen not only representative, but also manageable?
  - o Are diverse views represented on the committee?
  - o You also should consider putting out a general call for members. Please remember that employees cannot send AllStaff emails, therefore, your calls will need to be targeted to potential stakeholder groups.
- You should consider asking your department's APSS to help you schedule and call meetings.

The Committee's Work

- As you examine the issue or policy you have been assigned, please remember that the AGC body reviews and votes on the Policy Statement section (Section III) of policies that come before AGC. While your committee may feel free to share additional discussion points and/or updates with regards to the policy document sections (definitions, procedures, etc.) during your presentations, these are not required for the eventual AGC vote. Following the AGC vote, these sections will be addressed, as appropriate and directed by the Provost, during the policy implementation.
- As you examine the issue or policy you have been assigned, please consider following these steps:
  - o Benchmarking what other institutions do – common benchmark groups are:
    - GRCC's top five transfer institutions
    - The other MI community colleges
    - League for Innovation community colleges
    - GRCC's IPEDS/NCCBP institutions – contact IRP for lists
  - o Looking at any pertinent internal data – feel free to contact IRP to find out what is available or can be collected
  - o Examining any research or scholarship on your issue/policy
  - o Getting input from stakeholders – through surveys, interviews, and/or meetings. You will also get this input from the AGC membership during your presentations.
- Your committee should come prepared to its first AGC presentation with either an information-gathering exercise (table discussion questions) and/or a draft proposal of what you are recommending.
- Please know that you should be considering the implications of your issue/proposal as you do

your work; however, you do not need to solve problems like how the proposal will be paid for or how it will be implemented. These are not considerations for the AGC body; they are considerations for the Provost, who is responsible for advocating for the implementation of decisions made through the AGC.

Preparing to Present at AGC

- Nick Antonakis will contact you regarding the AGC presentation schedule. According to the [AGC Bylaws](), policies and proposals are typically presented to the AGC membership three times, with a vote occurring on the instance of the third presentation.
- Prior to your first presentation to the entire AGC body, you will be asked to do a practice presentation for AGC Exec. You should plan to present exactly what your committee has prepared for the AGC presentation. Please note that while the presentation to AGC Exec is intended to be informal, it should include the PowerPoint slides and information-gathering exercise your team plans to use at AGC. AGC Exec members will provide positive, constructive feedback and suggestions on how to deliver your information in an effort for your committee to be best prepared for your AGC member presentation.
- Generally, one or two committee members present to the entire AGC body.
- After you have presented to AGC Exec, you will be asked to give your finalized presentation materials to Nick Antonakis at least a week before the AGC meeting at which you will be presenting. If materials are not received on time, your item will be removed from the AGC meeting agenda.

Presenting at AGC

- As outlined above, most issues/proposals that go to the AGC are presented three times.
    - The first meeting is an opportunity for either an information-gathering session or a first presentation of a specific proposal. Typically, "table discussions" are scheduled to follow the first presentation. In addition to your PowerPoint slides (see below), please prepare handouts with questions you would like AGC members to answer in order to provide feedback to help guide your committee's work and future AGC presentations.
    - The second meeting is an opportunity to present a specific proposal based on information-gathering or a reiteration of the proposal already made, which may have been modified based on feedback received. This meeting is also an opportunity to gather feedback for the AGC membership.
    - The third meeting is an opportunity for a final presentation of the proposal, which again may have been modified based on feedback received. A vote is taken at the third meeting, unless major modifications have been made and the AGC membership decides to delay the vote so that members can fully consider the proposal.
- Presenters are expected to attend the entire AGC meeting at which they are presenting.
- Most presentations are scheduled for 10-20 minutes. You will have an opportunity to request the amount of time you believe you will need from AGC Exec.

- Each presentation should be in Microsoft PowerPoint format and follow these formatting guidelines:
    o Use at least 36-point size font for titles.
    o Use at least 24-point size font for text.
- Each presentation should contain the following basic elements:
    o What is the general issue being discussed, reviewed, or proposed?
    o Who are the committee members?
    o What basic information-gathering process was used by the committee (benchmarking, surveys, data analysis, etc.) to formulate a proposal?
    o What specifically is being proposed for acceptance?
    o By what date before the next meeting does the committee want to receive feedback?
    o Time at the conclusion – at least five minutes – for Q&A.
    o For your final presentation, you will be asked to provide the exact language that you are asking the AGC membership to vote upon to Nick Antonakis/Sheila Jones. Please realize that this does not mean that you have to create a multi-paragraph policy document, only a policy statement. Please refer to the record of previous AGC meetings and presentations found on the AGC website for examples.

Following Your Final AGC Presentation

- Per the AGC Bylaws, following the AGC decision on an issue, AGC Exec submits a Decision Form to the Provost. See the Bylaws for further information as to how decisions proceed at this point.
- If the Provost concurs with the AGC decision, the signed Provost's Decision Form will outline implementation responsibilities and actions.

If questions arise as you and your committee complete your assignment, please do not hesitate to contact any member of the AGC Executive Committee. Thank you for agreeing to undertake this important responsibility!