

College Of Engineering

Committee Advocating on Staff Interests

2023-2024 Committee Agreements, Conflict Protocol, and Meeting Practices

Culture and environment agreements:

- We are welcoming, inclusive, honest, and transparent.
- We all practice speaking, listening, and being present.
- We recognize all staff as equally important.
- We make it clear for whom we are speaking, whether ourselves, those we represent, or others

Conflict protocol:

- Recognize that conflict is normal. We can disagree without being disagreeable.
- Acknowledge the situation and the presence of differing viewpoints and conflict styles.
- Engage in self-reflection. Recognize biases, feelings, and tone used to communicate
- Be collaborative and open-minded in working through the difficulty.
- Don't let the conflict disrupt the agenda and meeting goals. Table the conversation, if needed, and create a 'what's next' agreement after the meeting.
- Extend grace and forgiveness to each other.

CASI meeting practices:

- At start of each meeting:
 - Short a check-in question or icebreaker
 - Summarize agenda
 - Refer to the agreements and conflict protocol
- At end each meeting:
 - Create list of actionable items with subsequent assignments (if necessary).
 - Brief "Plus/Delta" conversation where all are invited to share what went well in the meeting and what could be changed in the future
- Out of meeting
 - Create mechanism (if possible) for CASI members to connect to discuss sensitive issues or work through conflict - that is outside of regular, open session meetings
 - What other avenues can we provide to those who can't or don't want to speak up in-meeting?