

ELAC Academic Senate – Community Norms¹

Adopted March 10, 2020

Authenticity

- Commit to being your authentic, truthful self.
- When sharing what you believe, use “I” phrases and avoid assuming to speak on behalf of others (e.g., avoid saying, “Students think...” or “Faculty think...” etc.).
- Be honest, share your perspective, and avoid saying things you would not actually put into practice.
- Experience discomfort by being willing to step out of your comfort zone by allowing others to share perspectives and being open to considering alternatives.

Practice Self-Awareness, Presence, and Patience

- Be mindful of your own possible assumptions or biases on ideas and concepts. Be respectful to diversity of thought.
- Approach discussions in a professional manner. Focus on ideas not individuals.
- Be positive and respectful when speaking of others (e.g., if the person heard what you said, would it be hurtful?).
- Allow yourself to stop, rewind, and change your mind.
- Practice patience when others dig deeper or change their minds.
- Be mindful of your verbal and nonverbal communication and how it may appear to be a micro-aggression or passive aggressive behavior.
- Bring options and interests to the group for discussion and be open to other possibilities.
- Be mindful of your role as a representative of constituents.

Collegiality, Critique, and Feedback

- Honor experience, knowledge, and the diversity of perspectives.
- Critique respectfully.
- Support others to find a positive way to express concerns or conflict and to find resolution.
- Be a trusted ally who can be a sounding board and will help others express concerns positively.
- Avoid labeling or stereotyping someone based on past decisions or opinions.
- Listen actively. Restate what you heard to confirm your understanding of what the speaker intended.

Honor the Diverse Contributions of all Members of the College Community

- Give thought and attention to innovative ideas during a meeting. Avoid making rapid decisions or reacting to an idea too quickly or derisively.
- Who else should be at the table? Are multiple perspectives represented?
- Respect the shared expectation of privacy and confidentiality.
- Encourage and acknowledge the participation and work of all members of the college community, i.e., faculty, students, staff & administrators.

¹ These norms were initially derived from Responsibilities of The Executive Committee Members, ASCCC, 3-2-18, and influenced by work of other local academic senates.