

Student Advisory Council Group Norms 2017-18  
FINAL  
(Note: This document is supplemental to the SAC Bylaws)

**Names and Confidentiality**

We agree to be mindful in the process of naming names in our meetings. If the issue is related to a structural issue involving University/School of Social Work staff and faculty, it may be pertinent to use the person's name in order to address the issue/concern. With regards to individuals within our cohorts who share issues/concerns with us, we agree to be mindful of their confidentiality unless they have otherwise given us permission to use their name.

We agree to be mindful of the safety concerns and/or privacy of others during cohort check-ins while also working to create a space where communication about issues related to staff and faculty or structural issues can occur in a direct and honest manner.

We agree to use our discretion and honor the confidentiality of those providing us feedback, concerns, in addressing incidents, and promoting support of others that honors the safety and confidentiality of those involved to the extent possible. We will explicitly say when members of the community authorize us to use their names.

**Making a cohort report not turn into a discussion**

Each meeting members will be asked if there is anything they'd like to share about their cohort in effort to create space for everyone. When engaged in cohort reports we agree to provide a space for listening without engaging in problem-solving or solutions-based responses. We agree to ask clarifying questions and refrain from debate. We agree to adhere to the time limits for each cohort so as to respect and share time amongst ourselves. It is the facilitator's job to keep track of time. We agree to consider the purpose of cohort reports to be informational. Further discussion or actions that may be deemed necessary to address will be decided by the SAC members who are interested in working to address the issue or will be connected to a subcommittee as appropriate for further dialogue and/or action. If a member has an item which they would like to discuss with the group, they should email the agenda items ahead of time to the facilitators.

**Participation**

In the interest of having a productive and fulfilling year, we ask all members to commit to attend all official meetings unless unavoidable. There are explicit expectations in the bylaws to which members should adhere. Members should email all other members in advance, if at all possible, if they are unable to attend. If a member finds they cannot make this commitment, they should consider stepping down from their position so that they can be replaced.

**Take space and make space**

We agree to be mindful of the space we are both taking and making in the process of our work together, which includes not interrupting or talking over each other. We will respect each other's' individual rights to be heard. We strive for a group where individuals will feel comfortable addressing challenging group dynamics either within the group or individually. We will make space for all communities and in order to be accessible for parents, children are welcome.

### **Hearing vs. Listening**

We agree to listen deeply and inquisitively to each other in the manner we each deem appropriate that conveys respect, curiosity, and collaboration. We agree to listen while resisting the urge to “answer”, “right”, or “fix” the situation.

### **Constructive reporting and interaction**

We agree to engage in issues in a manner that seeks solutions rather than solely venting frustrations, always striving to frame things in a constructive and strength based way. We desire to seek solutions by learning more deeply about an issue, the barriers and parameters that surround it, and where we can leverage the flexibility that exists

### **Co-facilitation and Notetaking**

We agree to conduct our meetings in a co-facilitated manner and strive to hold ourselves to completing the meeting within the 2 hour scheduled timeframe. We agree to have a new SAC member and an old SAC member prepare the agenda and co-facilitate the meetings so to promote the smooth and timely facilitation of meetings and the burden of this does not fall onto one individual. We will rotate the responsibility for notetaking and the notetaker is responsible for making sure that the confidentiality of the group as well as those outside the group is respected.

### **Respect facilitator's roles and the use of the speakers list**

We agree to respect the facilitator queue or “speaker's list” when engaging in dialogue. The speaker's list will be used when there are several people who wish to engage in dialogue on a particular topic. We will honor the facilitator's right to use a speaker's list as the facilitators deem necessary to ensure everyone is able to provide feedback to ensure shared space, to minimize interruptions and to support the accurate documentation of the issues and actions taken to address them. We agree that each facilitator may have a different way of facilitating the meetings and dialogue and will respect their unique processes and approaches. Facilitating provides an opportunity for each member to lead the group and share responsibility.

### **Communication**

For the sake of transparency, we will report back to the larger group for decision making. If a decision needs to be made before our next meeting, we will send out an email requesting a response within 48 hours. When discussions/voting is done by email, the group should “reply all” except in cases where a sub-committee is branching off to complete a task assigned to them (like a social event.) In that case, the subcommittee will provide regular

updates to the group as a whole. The group will strive to avoid other side conversations of a sub-group of members, both in and out of meetings.