

SIAC NORMS

Procedural

- Accurate record or minutes/actions
- Be on time start on time
- More trip approvals
- Time to meet/calendar
- Establish roles
- Follow-up on action items
- Dress appropriately
- Open the floor at the end of meeting
- Have an agenda/stick to agenda
- One person speaks at a time
- No foul language
- Chair-timekeeper/facilitator
- Regular attendance

Interpersonal

- Address problems & challenges
- Be respectful
- Listen to one another-no interrupt
- Consensus
- Participate
 - Encourage voice/opinion
 - Everyone's opinion counts
 - No sidebar conversations
- Confidentiality is a must/expected
- Student focus-student first