Selected Good Practices:
1. Develop clear goals for the group and have a stated charge or mission.
2. Put together a team that is representative, inclusive, and the right size.
3. Set regular meeting times; share the group’s agenda and meeting minutes; and create a public website to share committee activities and reports.
4. Team member roles should be explicit, agreed upon, and well understood by all members of the group.
5. Ensure that the work members perform be meaningful and tangible, as opposed to “busywork.”
6. Develop goals. Start with small, sustainable projects with easily measurable impacts. For larger projects, aim for a multi-year plan, where each year has a measurable impact.
7. Communicate results through multiple channels and to groups of stakeholders to maximize impact.

Selected Bibliography
Creating Good Practices:

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1. Develop clear goals for the group and have a stated charge or mission.

2. Put together a team that is representative, inclusive, and the right size.

3. Set regular meeting times; share the group’s agenda and meeting minutes; and create a public website to share committee activities and reports.

4. Team member roles should be explicit, agreed upon, and well understood by all members of the group.

5. Ensure that the work members perform be meaningful and tangible, as opposed to “busywork.”

6. Develop goals. Start with small, sustainable projects with easily measurable impacts. For larger projects, aim for a multi-year plan, where each year has a measurable impact.

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Article Forthcoming:


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