

## AGENDA

### Committee on Committees Meeting

Date: Oct 5, 2015 12:00pm in R206

- I. Call to order at 12:05  
Present: Robert Lee, Shelley Gaskin, Rhea Presiado, Jay Cho and Teresa (Teri) Trendler  
Absent: Kris Pilon
- II. Approval of Meeting Minutes: May 14, 2015  
Minutes approved unanimously
- III. Public Comment  
No public comments were made
- IV. Review of the information of the committees listed on the Senate website
  - a. Including review of the mission statement of Committee on Committees.  
The current mission statement and the statement proposed by Kris Pilon was merged and simplified. Motion was made to have the following statement to replace the current mission statement of Committee on Committees:  
**"It is the purpose of the Committee on Committees to facilitate Academic Senate Committees to review, update, organize, and present current committee information."**  
Motion passes unanimously.
- V. Plan to maintaining and updating the current committee information
  - a. Creation of an Online module  
To achieve the mission statement, our committee will create a committee chair training module (on Canvas). The module will include the following:
    - The role of the chair
    - Brown Act compliance
    - Robert's rules primer
    - Maintaining the committee webpage
    - Other information as needed

b. Creation of a Committee Information Template

As part of maintaining the committee webpage bullet point in the module, our committee will create an online template to so that the chair of each committee can display the current information of his or her committee. The template will include the following:

- Name of the committee
- Mission of the committee
- Chair
- Members and contact info (phone, e-mail, division)
- Regular meeting dates/ time/ location
- Agenda/ Minutes

c. Recommendations to the Senate Board and other committees

- The role of chair is not clearly stated in the bylaws. Our committee recommends that for each Senate committee a space should be made available for a member from any “area” that not is currently present in that committee. Our committee will continue to discuss the role of the chair in our next meeting.

VI. Plan for future meetings

Every other Monday (non- Senate Board Meeting Monday) from 12:00 pm – 1:00 pm was agreed as our regular meeting day and time.

VII. Adjourn