

## Minutes

### Committee on Committees Meeting

Date: Oct 19, 2015 12:00 pm R206

- I. Call to order at 12:32  
Present: Robert Lee, Shelley Gaskin, Jay Cho, Teresa Trendler and Kris Pilon
- II. Approval of Meeting Minutes: Oct 5, 2015  
Approve unanimously
- III. Public Comment :  
no public comment made
- IV. Plan to maintaining and updating the current committee information
  - a. Role of Committee Chair:
  - b. Committee Membership:
    - i. Composition of members:
      - One member from each “area” as maximum: or as deemed appropriate by the committee with approval with the Senate Board. (When on one is represented from a particular “area” and a new member from that “area” is wanting to join the committee, then he or she should be allowed)
    - ii. Number of members in each committee:
      - No set number of members
    - iii. Requesting a new committee member
    - iv. Serving terms:
      - Serving term of one academic year is recommended for Committee members. In the beginning of the school year, the dean solicits members for all committees.
      - Someone need to compile the list of committees to give to the deans.
      - We need to encourage each division to have a representation in as many committees as possible.
      - When the new members are approve, the committee chair need to be notified by the administrative assistant of the Senate (Judy Benson).
      - Serving term for the chair. Also one year?
- VI. Plan for future meetings  
Next meeting on Nov 2
- VII. Adjourn  
Meeting adjourned at 1:05