

## **Minutes**

### **Committee on Committees Meeting**

**Date: Nov 2, 2015 12:00pm in R206**

- I. Call to order: 1:05  
Present: Shelley Gaskin, Robert Lee, Rhea Presiado, Kris Pilon, Jay Cho
  - II. Approval of Meeting Minutes: Oct 19, 2015  
Approved unanimously
  - III. Public Comment  
No public comments
  - IV. Review of the report to presented to the Senate Board  
We discussed the summary of our work since May 2014. Jay Cho will present the summary report with our recommendations during the Nov 9, 2015 Senate Board meeting. See below for the report.
  - V. Next Meeting Date  
Nov 16
  - VI. Adjourn  
meeting adjourned at 12:55pm
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### **Committee on Committee Report to the Senate Board**

**November 9, 2015**

1. Mission Statement:  
It is the mission of the Committee on Committees to facilitate Academic Senate Committees to review, update, organize, and present current committee information
2. To achieve this mission, the Committee on Committees will create a Committee Chair Training Module in Canvas. Each committee Chair will complete the training module, which will include the following topics:
  - a. The duties of the Chair
  - b. Brown Act compliance
  - c. Robert's Rules primer

- d. Maintenance of the Committee webpage
- e. Other information as needed

3. The role of the Chair of an Academic Senate Committee:

The duties of a committee Chair are not clearly stated in the Senate bylaws. We recommend that the duties of the committee Chair be clearly defined in the bylaws. The duties should include:

- a. Posting agendas, minutes, and other documents on the committee webpage
- b. Maintaining a current list of members on the committee webpage
- c. Posting the regular meeting date, time, and location on the committee webpage
- d. Providing orientation for smooth transition when there is a new Chair of the committee
- e. Holding regular meetings
- f. Facilitating in setting committee's annual goal(s)
- g. Regularly reporting to the Senate Board

4. Maintaining the committee webpage:

The Committee on Committees will create an online template so that the Chair of each committee can display the current information of the committee. The template will include the following:

- a. Name of the committee
- b. Mission statement
- c. Name of the Chair person (semester/ year)
- d. Committee members and contact info (phone, e-mail, division)
- e. Regular meeting date/time/location
- f. Agenda/Minutes
- g. Committee goals for the year

5. Structural organization of the Senate committees:

The Senate bylaws state the names of the Senate committees and separate them into Standing Committees, Operational Committees, and Ad Hoc Committees.

- a. Some committees listed in the bylaws do not exist and some existing committees are not listed in the bylaws. It will be very difficult to amend the bylaws each time we create or archive a committee. We recommend that the bylaws be amended so that the Vice

President of the Senate maintains the most current list of committees without being listed in the bylaws.

- b. The Senate website should also include the list of faculty members who are serving on shared governance committees—currently the Senate website does not display the list of share governance committees or list of faculty members who are serving on shared governance committees.
  - c. The Senate website should include the category called “Archived Committees” for the committees that are archived. The necessary documents should still be accessible after the committee is archived.
- 6. Academic Senate Committee membership management (excluding the committees otherwise stated in the bylaws)
  - a. We recommend that a committee have a maximum of one member from each division: or as deemed appropriate by the committee with approval with the Senate Board.
  - b. We need to encourage each division to have at least one representative on each committee.
  - c. When new committee members are approved, the respective committee Chair needs to be notified by the Administrative Assistant of the Senate.
  - d. Serving term of two academic years is recommended for committee members and also for committee chairs.
  - e. When more committee members are needed, it should be advertised on the Senate webpage. Also, the Senate representatives will inform the division and encourage participation.
  - f. The Chair of a committee is appointed by the President of the Senate with the approval of the Board. When the two-year term is up, the President of the Senate can either nominate the current chair for renewal or nominate someone else for approval of the Board.
- 7. Committees needing attention:

Ad Hoc committees need to state clear goals and expiration dates/conditions.

  - a. Ad Hoc Disaster Relief Committee needs to be archived.
  - b. Ad Hoc Intellectual Property Right Committee needs to be archived.
  - c. Faculty Technology Committee needs to be archived—no longer necessary.
  - d. Many Ad Hoc committees currently do not have chair.
- 8. Procedures needing clarifications:
  - a. To what extent is Senate Board approval needed in the following situation?
    - i. Changing or editing the committee mission statement.

- ii. Creating a committee: general purpose → select chair/ members → mission statement.
  - iii. Archiving a committee.
- b. What was the reason(s) for separating Standing Committee and Operational Committee?—sometimes an operational committee function as a standing committee.