## 2017-2018 Year-End Committee Report Form

**Committee:** Committee on Committees

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Chair-Elect for 2018-2019:</th>
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<tbody>
<tr>
<td>Shannon Rose Riley</td>
<td>Shannon Rose Riley</td>
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(Please include phone/zip/email if available)

<table>
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<th>Number of Meeting held:</th>
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<td>2</td>
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### Items of Business Completed 2017/2018

1. Approved Senate Calendar

2. Approved Committee Placement Calendar

3. Placed representatives on Committees

### Unfinished Business Items from 2017/2018

1. Prepare “cheat sheet” with particulars on staffing each committee/board

2. 

3. 

### New Business Items for 2018/2019

1. 

2. 

3. 

Please return to the Office of the Academic Senate (ADM 176/0024) by May 31, 2018.
Committee on Committees  
Meeting 5-2-2017 Time: 12:45 – 1:30 pm  
Location: CL419D

Attendance: Tanya Bakru, Shannon Rose Riley  
Absent:  
Agenda Items:  
1. Process of assigning faculty members to policy and operating committees  
   a. Faculty members cannot serve on both an operating committee and policy committee where the operating committee reports to the policy 
      committee – this is in the bylaws of the Academic Senate  
   b. All members of CoC need to double check assignments of faculty members on both policy and operating committees to be in compliance of the 
      bylaws  
2. CoC members to contact representatives in respective colleges to recruit for the operating committees – as soon as individuals are contacted please 
   refer to Shannon so the new members can be included on the Consent Calendar.  
3. Discussion of preparing “cheat sheet” of criteria for filling vacancies.
Committee on Committees
Meeting 12-4-2017 Time: 2-4pm
Location: ADM

Attendance: Manzo, Riley, Park, Andonian, Agee, Potika
Absent:

Agenda Items:
1. CoC members to contact representatives in respective colleges to recruit for the operating committees – as soon as individuals are contacted please refer to Shannon so the new members can be included on the Consent Calendar.
2. Discussion of preparing “cheat sheet” of criteria for filling vacancies.