

2017-2018 Year-End Committee Report Form

Committee: Committee on Committees

Chair:

Shannon Rose Riley

Number of Meeting held:

2

Chair-Elect for 2018-2019:

Shannon Rose Riley

(Please include phone/zip/email if available)

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.