

**Committee on Committees**  
**Meeting Minutes 10/14/20**

**Members Present:** Jessina McGregor (Chair), Arup Indra, Tanya Ostrogorsky, Craig Williams, Stacy Ramirez, Benjamin Philmus

Jessina McGregor called the meeting to order at 10:04am

Agenda Item	Discussion	Decision/Follow-up
Attendance – <i>McGregor/Braasch</i>	Introductions took place.	No action needed.
Discuss committee charge and discuss timeline/deliverables – <i>McGregor</i>	Discussion took place on transparency of how faculty are nominated to committees as we move forward after Dr. Delander’s upcoming retirement, possibly by department chairs. What we do not have currently is a formal term definition for chairs, as one member mentioned. Two years may not be enough time for a chair, and a 2-3-year cycle could be more reasonable. Some have served on the same committee for 10 years, which may not be providing perspectives to all faculty. A proposal of a member was more transparency regarding offering committee opportunities as an open opportunity if someone is interested, rather than delegating assignments.	No action needed.
Brainstorm: Additional charges/areas of interest - <i>All</i>	<ul style="list-style-type: none"> <li>• Membership selection, Chair term limits (Co-chair positions), membership term limits, etc.               <ul style="list-style-type: none"> <li>○ Co-chair positions</li> <li>○ Chair qualifications (administrator vs. non administrator)</li> </ul> </li> <li>• Administrative support for committees should be discussed</li> <li>• Engagement of professional, research faculty, other roles within college for relevant committees</li> <li>• Communication of committee activity</li> <li>• Scope of decision-making authority for committees               <ul style="list-style-type: none"> <li>○ When voting is necessary</li> <li>○ Voting eligibility (including all faculty votes)</li> </ul> </li> <li>• Mapping job description allotment of service FTE to committee and non-committee work</li> </ul>	No action needed.
Brainstorm: Establishment of additional standing committees - <i>All</i>	<ul style="list-style-type: none"> <li>• More structure needed for activities occurring outside of committees right now               <ul style="list-style-type: none"> <li>○ All ad hoc/temporary committees and task forces should fall under the structure of a standing committee to provide a clear reporting and decision-making structure</li> </ul> </li> <li>• Ad hoc/temporary committees or task forces provide direct reports to all college meeting to increase recognition for work and process</li> <li>• Committee for post-graduate PharmD education is desired; perhaps also with an administrative oversight role within college that has separate delineated responsibilities from committee</li> <li>• No post-doc (PhD) committee needed               <ul style="list-style-type: none"> <li>○ Pharm Sci chair tabulates post doc accomplishments</li> </ul> </li> </ul>	No action needed.

	<ul style="list-style-type: none"> <li>• Advisory boards <ul style="list-style-type: none"> <li>○ Communications and college promotion <ul style="list-style-type: none"> <li>▪ Lead/director role for rapidly enacting external and internal communications <ul style="list-style-type: none"> <li>○ Receive requests from all College members</li> </ul> </li> </ul> </li> <li>○ Department specific advisory boards to provide guidance to department chairs regarding faculty mentorship; possibly other department-specific needs</li> </ul> </li> </ul>	
Review Action Items - <i>McGregor</i>	Emails will be sent to the group to distribute action items among the committee members.	Action items will be claimed via email among the group.

The meeting was adjourned at 11:32am