

Committee on Committees
Meeting Minutes 10/21/20

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

Members Absent: Stacy Ramirez

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

Agenda Item	Discussion	Decision/Follow-up
Attendance – <i>McGregor/Braasch</i>	Minutes will be reviewed via email after the meeting for approval or edits.	No action needed.
Reporting on Action Items – <i>All</i>	<p>Arup – contacted Paige regarding Extended Education Committee regarding whether it is an advisory board or committee. Arup will follow up with Paige and other members of the committee to get a better impression of their scope of work to decide if they should be a committee or converted to another form of advisory board.</p> <p>Craig – if committee is above a subcommittee and task force, then the Academic and Professional Standards should remain a committee. No further follow-up needed.</p> <p>Jessina – contacted Myrna regarding the timeline and changes happening this year for Student Awards & Scholarship Committee. Committee itself meets seasonally (closer to graduation), but the Chair has many responsibilities throughout the year, including reaching out to the donors involved with the scholarships, which starts in December. They will be starting to use OSU’s scholarship committee, which Jessina will discuss further with Myrna.</p> <p>Tanya – Communications Committee is an Executive Committee subcommittee working on process development currently (templates, infrastructure), but could transition to be an advisory board moving forward.</p> <p>Jessina will get back to the group when she hears back from Dr. Delander.</p> <p>BJ – contacted both professional faculty and staff. Professional faculty range from people with specific committees written into their PD to be woven into their duties to those with support described in their PD. Professional faculty are locked in based on their PD and would need their PD rewritten to make transitions across committees.</p>	<p>Arup will follow up with Paige and other members of the committee to get a better impression of their scope of work to decide if they should be a committee or converted to another form of advisory board.</p> <p>Jessina will discuss OSU’s scholarship system further with Myrna. She will get back to the group when she hears back from Dr. Delander regarding EC.</p>
Review and New Thoughts – <i>McGregor/All</i>	<ul style="list-style-type: none"> • <i>Specific responsibilities or terms of service have not been identified previously</i> The Committee may want to explore member responsibilities, the length of each term of service, maximum length of continuous service, or maximum term of leadership for each committee • <i>Committee membership and leadership</i> The Committee should consider if there are means to more effectively allow faculty to express their specific interests in committee service or committee leadership • Transparency in appointments and hiring (search committees) with DEI lens: 	No action needed.

	<ul style="list-style-type: none"> ○ Standardize what information should be reported College-wide from all search committees and EC appointments <ul style="list-style-type: none"> ▪ PD, number of applicants, number interviewed, search committee membership ○ DEI committee reviews/advises to search process IF no search advocate ○ Each hiring/appointment should have a search committee 	
Brainstorm: Committee membership and leadership; terms of service – <i>All</i>	<ul style="list-style-type: none"> ● <i>Committee membership and leadership</i> The committee should consider if there are means to more effectively allow faculty to express their specific interests in committee service or committee leadership. There is a continuing, but not fully implemented effort to identify committee leadership by faculty members that do not also have supervisory responsibilities. Is instructional faculty leadership of all Standing committees desired? ● Term-limit for committee chair (3-year term) <ul style="list-style-type: none"> ○ No department chair or assistant dean or above should serve as a committee chair for an amount of time that is TBD. ● Co-chair for some committees: curriculum; admissions; College P&T; (APS?) ● Vice-chair transitioning to chair ● Past-chair remains on committee at their discretion 	No action needed.
Review Action Items – <i>McGregor</i>	Those with any action items can send an email to the group for review.	

The meeting was adjourned at 11:31am