

Committee on Committees
Meeting Minutes 11/04/20

Members Present: Jessina McGregor (Chair), Arup Indra, Craig Williams, Benjamin Philmus, Tanya Ostrogorsky
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.
Approval of Minutes – <i>McGregor</i>	Minutes approved, no objections.	Minutes will be submitted for website.
Reporting on Action Items – <i>All</i>	<p>Arup will provide EC updates this week.</p> <p>Jessina: Gary said he wants this committee to present the things that we are in consensus about. As we move forward, we will want to make sure there is consensus for presentation by the committee. She has requested an unedited version of the by-laws document from Gary. They are working on how the document can be shared.</p>	No action needed.
Review and New Thoughts: Committee membership and leadership; terms of service – <i>McGregor/All</i>	<ul style="list-style-type: none"> • Chairs will be appointed faculty unless specific PD’s designate the chair role otherwise • Committee chair serves a term of 3 years <ul style="list-style-type: none"> ○ Committee chairs are appointed recommended by department chairs and approved by EC ○ Chair should have at least one year of prior service on that committee ○ Immediate past chair optional service 1 year; mentor new chair and provide institutional memory • Co-chair for some committees: curriculum; admissions; College P&T; (APS?) <ul style="list-style-type: none"> ○ No department chair or assistant dean or above should serve as a committee chair for XXXXXXXX; unless Vice chair transitioning to chair 	BJ will review PDs and provide clarity on which roles pertain to which committees/chairs/positions.
Brainstorm: Scope of decision-making authority for committees – <i>All</i>	Time did not permit for this to be discussed.	No action needed.
Review Action Items – <i>McGregor</i>	Additional action items may be submitted via email to the group.	Group emails will take place for action items.

The meeting was adjourned at 11:30am