****

**Eugenio María de Hostos Community College**

**Minutes of the Committee on Committees Meeting**

Dec. 10, 2019

Minutes by Tram Nguyen

Location: C-490

Starting Time: 2:35 PM

Adjourned: 3:30 PM

Presiding: Michael Gosset and Julie Trachman, Co-chairs

Present: Michael Gosset, Mercedes Moscat, Tram Nguyen, Ana Ozuna, Debasish Roy, and Julie Trachman, Brian Carter

Absent: Nancy Genova, Muiz Agbaje

The agenda items included the following:

* Acceptance of Agenda
* Co-Chair’s Remarks
* Approval of previous meeting minutes
* Certification of Membership
* Old Business / New Business
* Adjournment

|  |  |  |
| --- | --- | --- |
| **Topic** | **Discussion** | **Decision / Action** |
| Acceptance of Agenda | Prof. Gosset motioned to approve the agenda, with minor changes:   * duplicated numbering is fixed | Unanimous Approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Co-Chair’s Remarks | Profs. Gosset and Trachman thanked everyone for making time at such a busy time of year; congratulated the committee for its hard work; Prof. Genova has a class conflict and could not be present |  |
| **Topic** | **Discussion** | **Decision / Action** |
| Approval of Oct. 15, 2019 Meeting Minutes | Motion to accept the minutes | Unanimous Approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification Votes | SGA replacements due to scheduling conflicts:   * Leydy Ogando for Elections * Julian Adams for Instructional Evaluation | Unanimous Approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Committee on Committee Reconstitution Procedures | Step 1.Mid-Feb—By email, Co-Chairs will 1.) circulate information to CoC about the membership requirements and charge of each Senate Standing Committee according to the Charter of Governance; 2.) circulate most recent committee compositions; 3.) recirculate to CoC call out form  Step 2. End of February—CoC meets to revise the committee call out (to the college body) and to draft a mid-year check-in with Senate Standing Committee Chairs  Step 3. Beginning of March—Ideally at the end of December with a January 31 deadline, Co-chairs contact Committee Chairs to request status report  Step 4. Mid-March—Send call out to faculty and staff  Step 5. End of March—Send second call out to faculty and staff  Step 6. End of April—CoC meets to compile potential list  Step 7. September Senate—CoC members are elected  Step 8. Immediately after the first College-Wide Senate—CoC meets to constitute and certify all committee members  Step 9. Early-October—CoC Chair sends out certification letters | Ms. Moscat volunteers to prepare the membership requirements and charge functions according to the Charter  Prof. Ozuna volunteers to aggregate committee composition with the aforementioned document of membership requirements and charge functions  CoC will make explicit on the invitation to join Senate Standing Committees that all interested parties, regardless of current member affiliation, must fill out a form. Prof. Nguyen will work with Ed Tech to make these documents available online  Good opportunity to create lines of dialogue and to provide Chairs with support and information regarding: their charge, quorum, report to Senate and end-of-year report to CoC, reconvening the committee, etc.  Co-Chairs will create a zip file of all submitted applications to email to CoC members for review by April 15  Former CoC Co-Chairs convene the first meeting, at which time new elections are held for a new (Co) Chair and Recording Secretary before certifications are conducted |
| **Topic** | **Discussion** | **Decision / Action** |
| Adjournment | Motion to adjourn made at 3:30 | Unanimous Approval |