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Minutes for the Committee on Committees

Date and Time: September 29, 2020 | 11:55-12:55 PM

Location: Zoom Conference Call

Presiding: Tram Nguyen, Chair (after election)

Present: Profs. Nancy Genova, Michael Gosset, Tram Nguyen, Debasish Roy, Ronette Shaw, Julie Trachman, Ms. Alba Lynch,

Absent: SGA Representatives Brian Carter and Lusleidy Perez

Minutes Prepared By: Debasish Roy

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| **Topic** | **Discussion** | **Decision / Action** |
| Election of New Chair | Three names were nominated: Prof. Tram Nguyen and Prof. Michael Gosset and Prof. Julie Trachman (running as Co-Chairs) | Anonymous Zoom Polling:  Prof. Nguyen: 6 votes  Prof. Gosset & Prof. Trachman: 3 votes  Prof. Nguyen succeeds as Chair |
| **Topic** | **Discussion** | **Decision / Action** |
| Election of Recording Secretary | Prof. Debasish Roy offered to work as meeting minute taker for the coming semester. | Unanimous Approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Certification of Committees | The Chair shared with the committee spreadsheets from the Chairs’ Survey and the Committee on Committees Call Out forms sent to the college community throughout Spring 2020 and at the start of Fall 2020. These results were cross-referenced by Profs. Trachman and Nguyen against the outgoing compositions, updates in May 2020.  Prof. Nguyen also shared a document of student representatives nominated by the Student Government Association, as provided to her by SGA President Muiz Agbaje and Executive Secretary Amdiya Kyemtore.  The Committee on Committees established some guiding principles for formulating committee membership:    1. Outgoing Chair's recommendations were to be balanced with individual’s requests;  2. Committees should be composed of a combination of newer and senior colleagues;  3. Committees should be composed of members from a range of disciplines and areas of the college;  4. One to two committees is the ideal number for any individual (so as to not over-burden anyone).  The Committee on Committees was satisfied that the recommended compositions could be certified, with the proviso that the Chair would circulate a final document electronically.  Motion to certify memberships to the 11 Senate Standing Committees.  Seconded.  Motion to certify student representatives as recommended by the SGA to all committees on attached document, excluding ones elected by Senate.  Seconded. | Ms. Perez noted that some of the names on this document seemed out of date and volunteered to verify and update the list.  The Committee on Committees recommended that the Chair reach out to a select number of people to verify their preferences as well as to outgoing Chairs about their recommendations.  Unanimous approval  Unanimous approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Minutes | Minutes of May 13, 2020 tabled until October 13, 2020 | Unanimous approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Adjournment | Motion to adjourn made at 12:59. | Unanimous Approval |