

**SENATE COMMITTEE CHAIRS MEETING**

**B 331**

**Monday, March 25, 2019**

**3:30-5:00**

**Minutes**

**Present:** Professors Ernest Ialongo (SEC, Budget), Clarence Robertson (Academic Standards), Hector Soto (Affirmative Action), Julie Trachman (CoC), Michael Gosset (CoC, Facilities), Sandy Figueroa (Curriculum), James Kennis (Elections), Vyacheslav Dushenkov (Grants), (Instructional Evaluations), Linda Miles (Library), Maria Subert (Scholarships and Awards), Diana Macri (Institutional Research), Mr. Carlos Rivera (Admissions), Mr. Raziel BenReuben (SGA)

**Absent**: Professors Petal Leu Wai See (Facilities), Anne Rounds (Library), Jorge Matos, Damaris-Lois Lang (Scholarships and Awards)

1. Call to Order
	1. The meeting was called to order at 3:35
2. Acceptance of the agenda
	1. The agenda was accepted as presented
3. Approval of minutes from February 11, 2019 meeting
	1. The minutes were accepted after minor revisions
4. Senate Chair – Ernest Ialongo - Report
	1. The Senate Chair reminded Committee Chairs that they needed to notify the SEC and the CoC immediately upon any changes to their membership, so as to keep both paper and online records accurate
	2. The Senate Chair noted that the Committee on Committees had the final word on the certification of members on Senate committees, but it was expected that CoC Chairs and Committee Chairs would work together to ensure the smooth running of the standing committees, and that the CoC could address the concerns of Departmental Chairs who are seeking service opportunities for their faculty
	3. The Senate Chair informed the Committee Chairs that they should be prepared to deliver brief reports to the Senate in April and May
5. Topics of Discussion Suggested by Committee Chairs
	1. Setting up a semester’s collective meeting dates ahead of time
		1. Professor Miles reported that her committee benefitted from having all dates laid out at the beginning of the semester
		2. Some Committee Chairs agreed and would attempt this going forward, others shared how this would be less possible for their committees
		3. Each Committee Chair would proceed as they saw fit, to fulfill their Charter mandate
	2. Orientation of students, faculty, and staff as to the function, and seriousness, of the committees they are appointed/elected to
		1. Profs. Figueroa and Macri requested that we better apprise members of committees about the seriousness of their roles, and the functions of their committees—all as a means of increasing buy-in and effectiveness on the committee
	3. Formalizing the certification process of new members
		1. Professor Nguyen noted that there needs to be a more formal process of certifying members, so that records of certification are kept, and the importance of the appointment is communicated early on to the member
6. Next meeting date
	1. The Senate Chair informed the group of the next meeting date, as Monday, September 16, 2019, 3:30-5:00
7. New Business
	1. None
8. Adjournment
	1. Meeting adjourned at 5 pm