

## Faculty Handbook Committee Minutes

Wednesday, May 30<sup>th</sup>, 2019

12:00-1:00 PM C253

A. CALL TO ORDER:

Meeting called to order at 12:15 PM

B. INTRODUCTIONS

New members Sharis Amirian and Paulette Koubek-Yao were welcomed. Returning member Rhea Presiado and Chair, Shelagh Rose were present.

C. PUBLIC COMMENT

None

D. NEW BUSINESS – Item with possible action

1. Support for committee members and chairs – numerous ideas for updating committee chair training were shared. Each committee member will look at one of the four modules in the Canvas Committee Chair Training Canvas shell to check for needed edits. Shelagh will reach out for the link to the Governance App guidelines. A checklist for new committee chairs will be added to the module (complete training, reach out to members, reach out to Senate VP if new members needed, reach out to the web administrator for access to the Governance App),

2. Recruitment strategies for members – several suggestions were made for recruiting members to committees, announce on Flex Days, invite faculty with specific expertise, ask Deans to send out emails.

G. ANNOUNCEMENTS – the Senate banquet on June 6<sup>th</sup>, 2019 was announced

H . ADJOURN

Meeting was adjourned at 12:51 Motion- Sharis Second – Rhea