**Minutes**

Committee on Committees Regular Meeting

Date: Sep 19, 2016 10:00AM,

Location: R406—Conference Room

1. Call to order:   
   Call to order at 10:10. Present: Shelagh, Rhea, Shelley, and Jay. Absent: Kris Pilon. She will not be able to attend the meetings this semester due to her class schedule conflict.
2. Public Comment:

No public comments

1. Review of the mission statement of the Committee on Committees (passed by this committee on Oct 5, 2015 meeting)

**It is the purpose of the Committee on Committees to facilitate Academic Senate Committees to review, update, organize, and present current committee information.**

Members agreed unanimously to reaffirm the above mission statement. Also, the committee unanimously agree to change the name of the committee to Committee Support Committee. Our mission statement and name change proposal will be submitted to the next Academic Senate Board for an approval.

1. Update on PCC Academic Senate Committee webpage

Jay emailed the standing and operational committee chairs and inquired committee information. With the new PCC website, the committee chairs can now create meetings and post documents on their committee webpages. We have a handout for how to do so. Jay will also email ad hoc committee chairs and inquire committee information.

1. Update on Chair Training Module

We need more contents (videos with closed captions and articles) for Chair Training Module

We need to recruit a librarian to help us find more contents

Jay will send C on C Recommendation to the Senate Board to Rhea

We need short articles and video links to added to the content

* Jay: Brown act
  + When/how can committee members vote remotely? (proxy, online, calling, teleconferencing)?
* Shelley: Look up State Senate website
* Shelagh: Committee chair duties (including leadership) – look at article 5.1 of the Senate bylaws.
  + How to schedule a room
  + Master calendar of committee meeting schedule
  + Brief narrative of history and context and of the committee
  + Outline and make clear member expectation (work load, # of hours working, etc) – there is a form
* We need to clarify the process of becoming a member. – ask executive committee
* Jay: publish our Recommendation to the Board on committee on committee site

1. Plan for this semester
   * Create our own video training module
   * Suggestion: Each committee can create a promotional video to explain what they are doing and etc.
   * Timeline
     1. Get more content to Rhea by Monday Sep 26th
     2. Initial draft is ready by our next meeting on Oct 3rd – we’ll discuss it during our meeting
     3. Final draft is ready by the following meeting on Oct 17th
2. Adjourn

Meeting adjourned at 11:00. Next meeting is scheduled on Oct 3, 2016