**Minutes**

Committee Support Committee Regular Meeting

Date: Oct 3, 2016 10:00AM,

Location: R406—Conference Room

1. Call to order  
   Meeting started at 10:21AM .

Present: Rhea (via teleconferencing), Shelagh, Jay.

Absent: Shelley and Rob. Rob’s having a bypass surgery today. We wish him a quick recovery.

1. Approval of the minutes

Minutes from the Sep 19 meeting was approved unanimously.

1. Public Comment

No public comments.

1. Update from the Sep 26 Academic Senate Board meeting
   1. Our committee’s name has officially changed to Committee Support Committee
   2. Our mission new mission statement is approved: **It is the purpose of the Committee Support Committees to facilitate Academic Senate Committees to review, update, organize, and present current committee information**
2. PCC Academic Senate Committee webpage
   1. Replies from committee chairs regarding information inquiry by our committee
   2. Committees need attention

* Educational Committee and Shared Governance Committee chairs have not replied. Their mission statements seem similar. We are not sure if these two committees are still meeting. We can bring this item to the Senate Board’s consideration.
* Faculty Technology Committee: We don’t have a chair person for this committee. We believe that the committee hasn’t met for a long time. Ask the Senate board for what to do (does the Senate still want this committee or want to archive?)
* Faculty Lecture Performance Award Committee: We don’t have a chair person for this committee. Ask the Senate board for what to do (does the Senate still want this committee or want to archive?)
* Go through the Ad Hoc committees and either keep it as (Ad Hoc committee is supposed to be temporary until its charge is completed), archive or make it into Standing/ operational.

1. Chair Training Module
   1. Review of the Chair Training Module

* There are five modules. Each module has a pre-test (non graded), content, and post-quiz(graded). The five modules are
  1. Committee Chair Duties
  2. Brown Act Compliance
  3. Robert’s Rules of Order
  4. Other Committee Information (running effective meetings, collegiality, ethics??)
  5. Maintaining the Committee Webpage
* First two modules are almost complete.
* Need more contents for module #3 and #4. We recruited a librarian to help with searching for the contents.
* We have “How to Create a Meeting and Posting Document” for Module 5. For now, that’s all the system (committee app) allows the committee chairs to do. We’ll create more contents for the as the “committee app” gets more functionality.
* Jay will send out message to CS members to go through the first two modules (chair role and Brown Acts)
  1. Additional content needed for the Chair Training Module

1. Adjourn

Meeting ended at 10:55AM. The next meeting is scheduled on Oct 17, 2016.