**Minutes**

Committee Support Committee Regular Meeting

Date: Oct 17, 2016 10:00AM,

Location: R406—Conference Room

1. Call to order

Meeting started at 10:08. Present: Shelagh, Jay, Rhea and Shelley

1. Approval of the minutes from the last meeting

Approved unanimously

1. Public Comment  
   No public comments
2. PCC Academic Senate Committee webpage
   1. Replies from committee chairs regarding information inquiry by our committee
   2. Committees needing attention

* Ed policies committee: Jay will mail old members to see if anyone is willing to serve as a chair.
* Faculty Technology Committee: We now have the District Technology Committee. Shelagh can contact Crystal to see if we have faculty representation. If so, and if the mission is similar to FTC, then we recommend that FTC to be archived. FTC hasn’t met for years.
* Faculty Handbook— We recommend that it be standing since it needs annual revision
* Intellectual Property Right – They may have presented their findings to the Senate Board.

1. Chair Training Module
   1. Review of the Chair Training Module
   2. Additional content needed for the Chair Training Module

We discussed the following items:

* Roberts Rule, Creating the agenda, Running a meeting
* Making a motion- discussion of a motion (being recognized) – amending a motion – voting on a motion.
* What is your recourse if you think the Roberts Rule of Order is being followed?
* We need to go through all the modules and click on every page.
* We uploaded Ethics statement to Other Committee Information
* We moved Maintaining a Committee Webpage module into Other Committee Info
* We changed the name of the Other Committee Info Module to Your Committee: How it operates within the college Module.
* We need to create a feedback discussion item at the end of the last module.
* We need to create a compiled course resources (all the links and files).
* We will add “beta” to the name of Committee Chair Training Module.
* If we are ready to present the module by the next Senate Board meeting, Rhea will present it.
* Jay will present the list of committees needing attention to the Senate Board: Faculty Technology, Faculty Lecture Performance Award Committee, Hoc Disaster Relief Committee, Ad Hoc Intellectual Property Right Committee, Ad Hoc Reassign Time Policy Committee. They either need to be “revitalized” or archived.
* The training module link will be sent out to the Senators for their feed back
* We unanimously reaffirmed our regular meeting to be every other Monday’s at 10:00 AM
* Next meeting will be on Monday, Oct 30, 2016 at 10:00 AM.

1. Adjourn