

AGENDA

Committee Support Committee Regular Meeting

Date/Time: Monday, May 22, 2017 at 12:00 PM

Location: R406— Math Success Center Conference Room

- I. Call to order
Call to order 12:05
Present: Shelagh, Jay and Rob
- II. Approval of the minutes from the last meeting
Approved as submitted
- III. Public Comment
The committee invited Katie Datko to be a committee member for her expertise/ experience
- IV. Report out from the Committee Chair Training workshops held on May 11 and May 12
Martha, Janis, Alicia, Carol, Marta, and Melissa Anderson attended the workshop.
During the workshop, we went over the Canvas Chair Training Module and how to maintain committee webpages.
- V. Review of the goals for this semester
 - Adding to Committee Chair Training Module “Committee Goals” and “Assessment of the Committee Goals” was not fully met. We need to work on this. We will research some sample goals and rubrics (look for Senate Board goal setting activity).
 - Re-visit our recommendation to the Board – report to the Board
 - Come up with the basic survey (survey the current and former chairs and ask for what they need. Self assessment survey : what you achieved, what challenges and what you need help with. Do you/ when do you want to report out – create committee report “sign up” sheet) – can be flexible flex day
- VI. Election of the new chair of Committee Support Committee
 - a. The current chair will no long able to serve next semester due to his sabbatical. We need to elect a new chair. We will forward the new name to the Senate president so it can be approved by the Senate Board.
Rob is nominated to be the new chair. Members and the chair unanimously voted to have Rob to be the new chair of the committee.
- VII. Adjourn
Adjourned at 12:27pm

