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Minutes for the Committee on Committees

Location: C-490

Starting Time: 2:30 PM

Adjourned: 3:05 PM

Presiding: Michael Gosset and Julie Trachman, Co-chairs

Present: Brian Carter, and Mercedes Moscat, Nancy Genova, Debasish Roy, Michael Gosset, Tram Nguyen, Ana Ozuna, Julie Trachman

Absent: Muiz Agbaje (excused)

The agenda items included the following:

* Acceptance of Agenda
* Co-Chair’s Remarks
* Approval of previous meeting minutes
* Certification of Membership
* Old Business / New Business
* Adjournment

Minutes Prepared By: Tram Nguyen

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| **Topic** | **Discussion** | **Decision / Action** |
| Acceptance of Agenda | Profs. Gosset and Trachman verbally announced the agenda (variance due to Covid-19):   * Minutes of February 26 * Discussion of Call-Out Form | Unanimous Approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Co-Chair’s Remarks | Profs. Gosset and Trachman: Hang in there everyone! |  |
| **Topic** | **Discussion** | **Decision / Action** |
| Approval of February 26, 2020 | Motion to accept the minutes with minor edits | Unanimous Approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Call-Out Form | Prof. Nguyen sent out the Call Out to the List of Teaching Faculty as well as the HEO  Organization with the help of Yvette Luyando. Will leave the form open and send out a final recruitment email in early Fall 2020 to help give everyone a final chance to express interest.  Co-Chairs will encourage Committee Chairs and Department Chairs to talk to faculty about joining committees in Fall 2020  Potentially a handbook could be made for the future | Unanimous Approval |
| **Topic** | **Discussion** | **Decision / Action** |
| Adjournment | Motion to adjourn made at 3:07 | Unanimous Approval |