

## 2023-2024 End Committee Report Form

**Committee:** Committee on Committees

**Chair:** Reiko Kataoka

**Chair-Elect for 2023-2024:** Ranko Heindl

**Number of Meeting held: 5**  
08/21/2023; 08/28/2023;  
09/25/2023; 04/10/2024; 04/17/2024  
After the first three meetings, normal operations were carried out by regular and need-based email communications until April.

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### Items of Business Completed 2023/2024

1. Maintained a shared folder for Committee on Committees members, where policies, nomination procedures, application forms and applications, and consent calendars can be viewed.
2. Recruited faculty to serve on various Senate committees.
3. Maintained the list of vacancies to be viewed by campus community members.
4. Maintained the spreadsheet for the student member that has been shared with the Associated Students, where the current members and vacancies can be viewed.
5. Created the Election Calendar for the Senate.
6. Created the Appointment Calendar for the Senate.
7. Carried out General Election and Statewide Election in spring 2024 semester.

### Unfinished Business Items from 2023/2024

1. In preparation for the AY 2024-2025 there are still a few remaining vacancies on operating and policy committees.

### New Business Items for 2024/2025

1. Eliminate all vacancies on Senate committees for AY 2023-2024.

**Committee on Committees Meeting Minutes (Summary)**  
**8-21-2023, by Zoom (2-3:45 pm)**

Present: Luis Arabit, Jennifer Bechkoff, Alerie Flandez, Ranko Heindl, Katy Kao, Reiko Kataoka (chair), Marcella McCollum, Sarab Multani, Sabrina Pinnel (scribe).

Absent: Eva Joice

1. Approval of the agenda (9-0-0)
2. Discussion on contents of the minutes
  - a. Topic, action items, and votes.
  - b. No names in minutes.
3. Overview of the Academic Senate by the chair, followed by Q-A
4. Overview of the ConC by the chair, followed by Q-A
5. Explaining Mothership (the database) and Consent Calendars by the chair, followed by Q-A
6. Explaining the procedures for staffing various types of committee members (e.g., EXO members, faculty and staff members by application, student members) by the chair, followed by Q-A
7. Discussion for modality for future meetings:
  - a. Two more meeting by zoom by mid-September
  - b. Email discussions and votes thereafter until mid-spring semester
  - c. Live zoom meetings in April, after the deadline of submitting the Committee Preference Form
8. Discussion on the future tasks. Procedures for recommending representatives from the seven colleges and the General Unit were confirmed. Recommendation process of student members from the AS was explained.
9. The meeting adjourned at ~3:40 p.m.

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**Committee on Committees Meeting Minutes (Summary)**  
**8-28-2023, by Zoom (2-3:30 pm)**

Present: Luis Arabit, Jennifer Bechkoff, Alerie Flandez, Ranko Heindl, Katy Kao, Reiko Kataoka (chair), Marcella McCollum (scribe), Sabrina Pinnel.

Absent: Eva Joice, Ariana Lacson

1. Approval of the agenda (7-0-0)
2. Approval of the minutes of 8/21 meeting (7-0-0)
3. Chair's update:
  - a. AS President will send out a call for applications for student members serving on Senate committees.
  - b. After August 29<sup>th</sup>, all remaining vacancies have been converted to Faculty-at-Large seats.
4. Discussion on potential new project – Standardization of appointment procedures for committee members other than college/General Unit representatives.
  - a. A range of variations in recommendation procedures was explained by the chair.

- b. Members were asked to read policies regarding committee membership and recruitment procedures by the next meeting.
  - c. Members were asked to bring thoughts on whether the ConC should work to make recommendations for different and more uniform procedures for the next meeting.
  - d. It was decided to have some case studies on a couple of committees at the next meeting.
5. The meeting adjourned at 3:24 p.m.

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**Committee on Committees Meeting Minutes (Summary)  
9-25-2023, by Zoom (2-3:00 pm)**

Present: Luis Arabit, Jennifer Bechkoff, Alerie Flandez, Ranko Heindl, Katy Kao, Reiko Kataoka (chair, scribe), Ariana Lacson, Marcella McCollum, Sabrina Pinnel.

Absent: Eva Joice

1. Approval of the agenda (6-0-0)
2. Approval of the minutes from 8/28 meeting (8-0-0)
3. Chair's update:
  - a. Current vacancies were reviewed.
  - b. Availability of the application form for the Committee on Senate Representation was announced, and members were requested to spread the words.
  - c. Draft application form for the Academic Freedom Committee was reviewed.
4. Discussion on potential new project – Standardization of appointment procedures for committee members other than college/General Unit representatives.
  - a. Types of committees and different member recruitment procedures were explained by the chair, followed by Q-A.
  - b. Current database (Mothership) was explained by the chair, followed by Q-A.
  - c. Members discussed what types and amount of work would be involved if the ConC were to review and make recommendations of different and more uniform recruitment procedures.
  - d. The emerging consensus was that the ConC would not start the standardization project at least this year.
5. The meeting adjourned at 3:00 p.m.

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**Committee on Committees Discussion Log  
September 29, 2023 to October 5, 2023, by email**

1. Election Calendar was drafted by the Senate Administrator Eva Joice and sent to the Chair Kataoka on 9/29 for the committee's deliberations and approval.
2. Based on the discussion, a couple of revisions were made on the calendar.
3. The committee voted unanimously to approve the revised calendar on 10/5.
4. The approved calendar was returned to the Administrator Joice on 10/5.

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**Committee on Committees Discussion Log**  
**March 1, 2024 to March 5, 2013, by email**

1. Appointment Calendar was drafted by the Senate Administrator Eva Joice and sent to the Chair Kataoka on 2/29 for the committee's deliberations and approval.
2. Chair Kataoka made a couple of revisions on the calendar.
3. The revised calendar was sent to the committee members for approval and any questions on 3/1.
4. The revised calendar was approved by unanimous vote on 3/5.
5. The approved calendar was returned to the Administrator Joice on 3/5.

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**Committee on Committees Meeting Minutes (Summary)**  
**4-10-2024, by Zoom (1:30-3:00 pm & 3:30-5:00)**

Luis Arabit, Jennifer Bechkoff, Ranko Heindl, Katy Kao, Reiko Kataoka (chair), Marcella McCollum, Sabrina Pinnel

Absent: Alerie Flandez, Eva Joice (Ariana Lacson was excused due to the nature of the meeting.)

1. Committee seats that will become vacant at the end of spring 2024 were reviewed.
2. Responses from Committee Preference Form were reviewed.
3. Statement of Interest from applicants were reviewed.
4. Procedures of recommending committee members were reviewed.
5. Each member made sample recommendations for representatives of their college.
6. Members were requested to complete recommendations by the next meeting.
7. Members were also requested to identify applicants for Faculty-at-Large seats.
8. After confirming the procedures, the meeting adjourned at 3:00 (first group) and 5:00 (second group).

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**Committee on Committees Meeting Minutes (Summary)**  
**4-17-2024, by Zoom (1:30-3:00 pm & 3:30-5:00)**

Luis Arabit, Jennifer Bechkoff, Ranko Heindl, Katy Kao, Reiko Kataoka (chair), Marcella McCollum, Sabrina Pinnel

Absent: Alerie Flandez, Eva Joice (Ariana Lacson was excused due to the nature of the meeting.)

1. Faculty-at-Large seats that will become vacant at the end of spring 2024 were reviewed.
2. Responses from Committee Preference Form were reviewed.
3. Statement of Interest from applicants were reviewed.
4. Procedures of recommending Faculty-at-Large members were reviewed.
5. As a group the committee made recommendations of Faculty-at-Large members.
6. Committee confirmed the contents of emails to notify all of the applicants the outcome of their applications.
7. Members were requested to send out email notifications to inform the applicants their assigned committees.

8. Members were also requested to send out emails for those who did not receive any committee assignment at this time to inform them about future opportunities.
9. The committee confirmed the plan to continue filling remaining vacancies.
10. After confirming the procedures, the meeting adjourned at 3:00 (first group) and 5:00 (second group).