Faculty Senate Minutes

5-12-2021

Faculty Senate Minutes May 2021

UNO Faculty Senate

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2020-2021 Faculty Senate Minutes
Wednesday, May 12, 2021

Present: Ammons, Anderson, Benenson, Bragg, Carroll, Circo, Clinkinbeard, Cliver, Feng, Fox, Gandhi, Germonprez, Gift, Harbour, Helm, Huq, Jawed-Wessel, Jenkins, Jones, Kilinc, King, Kopp, Krasnoslobodtsev, Logsdon, Melanson, Moore, Nero, Ostler, Perkinson, Podariu, Qureshi, Robinson, Sample, Schulz, Shaw, Sim, Siy, Steed, Strasser, Surface, Tocaimaza-Hatch, Vnuk, Wessling, Wisniewski

I. Official Call to Order at 2:04 p.m.
II. The Minutes of April 14, 2021 were approved as submitted.

III. Officers’ Reports
A. President’s Report: Senator Ostler
   1. Chancellor Confirmed: On Saturday, May 1st, Dr. Joanne Li from Florida International University was confirmed as Chancellor of UNO. She will be considered “chancellor elect” beginning June 1 and will formally begin her role as Chancellor on July 1. If you did not get a chance to see her in person or see any of the sessions she hosted, you might want to take a quick look at the following YouTube video: https://www.youtube.com/watch?v=MjMJZmPsEeY
   2. J-term (now called 3-week January Session): You will continue to hear about the J-term over the summer (three week January session) but I wanted to give you this one last reminder under my watch to stay ahead of it. I’ve gotten several questions over the past month from students and parents about it and I believe it will be helpful for returning and first time students to UNO to get the same answers from everyone they ask. Please review the facts of the J-sessions and consider teaching. It may seem like next January is far away but new classes will need to be developed and approved sooner rather than later. For logistical reasons, students will be enrolling in the Spring Semester and the J-session at the same time but remember that they are two different sessions. Full time enrollment does NOT require enrollment in the J-session so for some students, it may extend the winter break and allow them to work a few more weeks prior to coming back for the Spring Semester. I’ve heard some students are really happy about this. Many details are still being worked out, but as far as teaching is concerned, we want to make sure that we have attractive offerings that will help recruit and retain students. Experiential course offerings are especially encouraged. We are already on somewhat of a short timeline. The deadlines will most likely be established within your colleges but if you are considering developing a course for J-session, May is an excellent time to get moving.
   3. Faculty Senate and Holidays Observances: Faculty Senate has met traditionally on Wednesdays at 2:00 p.m. While this established meeting time is likely unknown to new, incoming Senators, it is important to acknowledge that the meetings may coincide with important religious holidays and/or customs for a number of groups. Given that there are so many different expectations, it is not reasonable to expect Faculty Senate meetings to move away from this longstanding meeting time; however, it is also unreasonable to assume that a faculty member observing religious holidays or events should be pressured or in
any other way be made to choose between a Senate obligation and a religious observation. Over this past year, we have witnessed racial, ethnic, and political tensions, and worse. I want to remind everyone that one of our tasks this year was the participation in developing an Observation of Religious Holidays Policy. In the spirit of that policy, whenever possible, I would ask that Standing Committee Chairs and Executive Committee Members be particularly cognizant of need of our colleagues to be respected for the unique diversity they provide in the University milieu, count their absences as “excused” for such reasons, and get them “caught up” if they miss a Senate meeting.

4. **NU President’s Faculty Excellence Awards:** Please send notes of Congratulations to our University of Nebraska system wide Faculty Excellence Awards Winners. Dr. Nicholas Stergiou (Research/Creative Activity), our own Faculty Senator Dr. Ramazan Kilinc (Teaching), and Dr. Christine Cutucache (Engagement). These are highly competitive awards where competition crosses the four main campuses and UNO is represented in every category.

5. **Fall Campus Operations:** Please check in throughout the summer to get information about fall campus occupation. For now, the pandemic related news is good, and we hope to have a much greater On-Campus presence in the Fall Semester. However, we are still in somewhat uncertain times and will need to be aware of potentially rapid changes. Throughout the summer I would ask that you stay up to date on UNO’s continuing attention and response to the safety of our Students, Staff, Faculty, and community by checking our Covid-19 updates.

6. **Thank You for the Opportunity to Serve:** While I will be serving another year on Faculty Senate in the role of Past President, this is my last meeting in my current role. Given that, I wanted to say that it has been my pleasure to serve UNO’s Faculty this year. The time has been challenging for all of us and I am happy and proud to say how much I have been able to brag about you all this year. So many of you have been so helpful and never was there a time when I did not feel encouraged to ask if I needed something from any of you. A service commitment, such as the one you have all made to FS, is a generous gift of time to your colleagues, and in service to our students and university community. I appreciate it, and all of you who have been so supportive this year. Thank you. I especially want to thank Katrina Jenkins, our FS Coordinator, who has consumed about 3 years of experience and information in the last 6 months. She has been outstanding and really helped me through this year.

**B. Secretary’s Report on EO&A Meeting:** Senator Surface


2. Dr. Gold is leaving for NU System and we will miss his regular communication with the Faculty Senate regarding Covid. Going forward, we will rely on Jane Meza’s leadership. She is happy to report to report that to date, there have been zero submissions passed between faculty and students.

3. Senator Anderson – programs split between Lincoln and Omaha programs need to have consistency in all areas of campus work and, in particular, the calendar.

4. Doug Ewald reported that the Legislature approved our budget unanimously. Our
targets have been met for the next three years. Tracking financials very close and based solely upon data for the budget this year. Summer enrollment may push us ahead of the budget from last year. -All Data-driven including corporate currency dollars, J-term, return to campus rate. He indicated that we are putting together pluses and minuses—retention loss from Fall to Spring. Typically the retention loss is from Spring to Fall. Financial, mental health crises are causing significant differences.

5. Sacha Kopp:
   a. Indicated that we have already “front-loaded cuts across the College. Adding to the complexity is the lowered tuition rate. We will need new enrollment to meet the makeup for the lowered tuition rate. We need to grow our way to new revenues. We have had success. Deans have the power to flex funds around the colleges as needed. The number of hires is a testament to the growth. We had to hit our enrollment numbers before we were able to release funds.
   b. Communication regarding student fees. 2-2.5 M in the Fall and a similar amount in Spring. Fall will be lower because of in-person instruction. Hopefully, these concerns have been resolved, and much more clarity will exist. The administration is very sensitive to this concern.
   c. For building momentum, SVC Kopp suggested one on one meeting with students for re-enrollment. Teaching will take place on a wider variety of spaces. The university has invested in more AV investments expanding technology. Faculty are encouraged to visit the spaces where faculty will be teaching to see what is available and become familiar with it.
   d. J- Term is a pilot. They are planning to put together J-term and spring session registration at the same time. Having the J-term and Spring semester will help students making decisions at the same time.
   e. Summer enrollment is likely a record in enrollment, and it is believed to be connected to the flexibility of courses.
   f. Updates on Administrative leave were approved at the last BOR meeting.
   g. Lab classes- The faculty who hold laboratory courses are concerned that there will too few dates are available to complete labs. A resolution may come to Faculty Senate that will work with the Administration come up with a creative solution for days to completing labs. Sacha Kopp emphasized that labs cannot take away study days from students. All solutions other than study days will be considered. Some faculty expressed that fewer days would not be an option. Senator Anderson asked a question about study days concern with UNO majors with classes on the UNL campus. SVC Kopp explained that this is why Dr. Carter is adamant that the University System coordinates the calendar.
   h. A discussion was held about the best ways to support Part-time faculty for the significant contribution made by them. The part-time faculty should have access and training to tech, better training with the faculty excellence department, parking relief, possible representation on the Faculty Senate. Deb-Smith Howell suggested a systemized representation from Part-time faculty by College. Sacha, Deb, and Candice will begin this program.
i. Faculty Senate will report on the progress of this systemized representation.

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<th>Res.#</th>
<th>Date Senate Passed</th>
<th>Title</th>
<th>Admin Accept</th>
<th>Sent for Senate Action</th>
<th>Denied/Deferred/In Progress</th>
<th>Final Action/Resolved</th>
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<td>4/14/21</td>
<td>OER Materials</td>
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IV. Standing Committee Reports

A. Committee on Academic and Curricular Affairs: Senator Wessling

1. All members in attendance

2. Revised Academic Integrity Policy
   a. Trent Fredericksen (Office of Student Conduct & Community Standards or SCCS), replied to emails about faculty, departments, or colleges retaining records of students who violate the academic integrity policy. He advised against starting a system of tracking violations and encourages reporting of all violations to the SCCS. He referred us to the General Council Office and Matt Schill (Registrar's Office) for privacy law questions. He said FERPA provides the best guidelines to ensure individuals are handling data responsibly while avoiding putting themselves or UNO at risk. Educational Need to Know must be considered. If someone cheats in your course he doesn't feel the department has an educational need to know which could pose some risk. And finally, a database of information would be considered part of student's educational record that he student would be able to request access to as well as the right to seek amending the record if necessary.

b. Email sent during policy review period was never answered. Revised policy was approved by Chancellor's Cabinet April 6, 2021. Mandatory reporting of violations remains the same as previous version. Record retention information is provided in the revised policy as links to other documents; University of Nebraska Omaha Procedures Concerning Student Records and the University of Nebraska Records Retention Schedule for Student Records.

c. Currently we are working with Trent Frederickson to fix links, add the incident report form, add Trent Frederickson's information to the revised academic policy and replacing old version of academic integrity policy with revised policy on the SCCS webpage. Once incident report form and links are fixed the reporting process for faculty should be easier and faculty should be highly encouraged to report all incidents to SCCS regardless of sanction given to student(s) involved.

3. Hate and Bias Statement Update
a. Group meet on April 19, 2021 with guest Dr. Cathy Pettid, UNO's Dean of Students. She advised using a language of care and providing wrap around services was a good bridge for students. If the statement does not get into the master syllabus, she suggested a way to use a Canvas page that could include a statement from her. No update to master syllabi can happen until at least August 1st, the meeting provided more possibilities for student government to consider. Work on this is on-going and will likely continue in the fall.

B. Committee on Educational Resources & Services: Senator Vnuk
   1. No meeting; no report

C. Faculty Personnel & Welfare Committee: Senator Garcia
   1. No meeting; no report

D. Committee on Goals and Directions: Senator Schulz
   1. Members present: King, Bragg, Schulz
      Member absent: Logsdon, Maher, Gift
   2. Propose a new resolution for Part-Time Faculty

   WHEREAS: Part-Time Instructors provide critical support for teaching at the University of Nebraska at Omaha.
   WHEREAS: Part-Time Instructors do not have a centralized location to obtain information within colleges/departments about policies and procedures.
   WHEREAS: Part-Time Instructors are unusually liable to retaliation because they teach on one-semester contracts, and departments can end their employment permanently just by not rehiring them. Thus, they cannot effectively make complaints about their conditions of service.
   WHEREAS: Part-Time Instructors do not have a formalized mediation process in place if there is a complaint.
   WHEREAS: There is no centralized oversight of professional development for Part-Time Instructors.
   WHEREAS: There is no centralized location to oversee rewards and recognition for Part-Time Instructors.
   WHEREAS: Part-Time Instructors do not have access to membership with the AAUP at the University of Nebraska at Omaha.
   BE IT RESOLVED: We recommend the University of Nebraska at Omaha Office of Academic Affairs create a specific Liaison to Part-Time Instructors, which would serve as an intermediary to the UNO’s many Part-Time Instructors. This liaison may be accomplished through the position of the Assistant Vice Chancellor for Faculty Affairs, supported by an Advisory Committee of Part-Time Instructors. The liaison would be available to hear complaints and concerns from Part-Time Instructors confidentially.

Resolution was passed with no objections.
E. Professional Development: Senator Rech
   1. No meeting; no report

F. Committee on Committees: Senator Anderson
   1. Present: Senators Anderson and Qureshi; present but left early: Senators Nero, Park and Fox
      Absent: Senator Sample
   2. RESOLUTION: Membership of 2021-2022 Faculty Senate Standing Committees

      BE IT RESOLVED that the following be appointed to the 2020-2021 Faculty Senate standing committees as designated:

      Committee on Academic & Curricular Affairs (6)
      Harvey Siy, IS&T (2022)
      Todd Robinson, CFAM (2023)
      Jennifer Harbour, A&S (2023)
      Jodi Benenson, CFAM (2023)
      Chris Moore, A&S (2024)
      Deborah Circo, CPACS (2024)

      Committee on Educational Resources & Services (6)
      James Shaw, LIB (2022)
      Richard Stacy (DEBORA WISNESKI), ED (2023)
      James Vnuk, A&S (2023)
      Chungwook Sim, EXT (2022)
      Beth Chalecki, A&S (2024)
      Zhigang Feng, CBA (2024)

      Committee on Faculty Personnel & Welfare (6)
      David Helm (HAL FRANCE), CFAM (2022)
      Gary Krause, EXT (2023)
      Robin Gandhi, IS&T (2023)
      Samantha Clinkinbeard, CPACS (2024)
      Gwyneth Cliver, A&S (2024)
      Thomas Bragg, A&S (2023)

      Committee on Goals & Direction (6)
      Charles King, A&S (2022)
      Harmon Maher A&S (2022)
      Steven Schulz, CBA (2023)
      Alan Gift, A&S (2023)
      Elliott Ostler, CEHHS (2022)
      Peggy Jones, CFAM (2024)
Resolution passed with no objections.

3. RESOLUTION: Faculty Senate appointments to Campus Committees (a-f)

BE IT RESOLVED that the following be appointed to Campus Committees as designated:

a. Academic Planning Council (APC)

BE IT RESOLVED, that the following name go forward as a three-year term from 08/01/21 through 08/01/24, to the Academic Planning Council (APC) to replace Amy Anderson (CPACS), whose term will expire:

Amy Anderson (CPACS) to be reappointed;
Katrina Cox (CFAM) to replace Michael Matthews (A&S)

b. Education Policy Advisory Committee (EPAC)

BE IT RESOLVED, that the following name go forward as three-year appointments, from 08/01/21, through 07/31/24, to the Education Policy & Advisory Committee (EPAC) to replace Barbara Hewins-Mahoney (CPACS), whose term will expire:

Nancy Kelley (CPACS) to replace Barbara Hewins-Mahoney (CPACS);
Harvey Siy (IS&T) to be reappointed

Senator Anderson made a motion to add the italicized information in sections a-b to the agenda, which the senate unanimously passed.
c. **Excellence in Teaching Award Committee**

**BE IT RESOLVED,** that the following names go forward as three-year appointments, from 08/01/21, through 07/31/24, to the Excellence in Teaching Award Committee to replace John McCarty (A&S) and Catherine Co (CBA), whose terms will expire:

Ramazan Kilinc (A&S) to replace John McCarty (A&S);
Megan Harris (CBA) to replace Catherine Co (CBA);

d. **Judicial Committee**

**BE IT RESOLVED,** that the following names go forward as three-year appointments, from 08/01/21 through 07/31/24, to the pool of names for the Judicial Committee:

Shannon Cummins (CBA) to replace Ann Fruhling (IS&T);
Andrew Swift (A&S) to replace Lisa Scherer (A&S);
Michael Campagna (CPACS) to replace Mark Schoenbeck (A&S);
Amy Ellefson (CFAM) to replace Kerry Ward (IS&T);

Resolution was unanimously passed by the senate.

4. **RESOLUTION: Faculty Senate appointments to University Committees (a-g)**

**BE IT RESOLVED** that the following be appointed to University Committees as designated:

a. **University Committee on Library & Learning Resources**

**BE IT RESOLVED,** that the following names go forward as three-year appointments from 08/01/21, through 08/01/24, to the University Committee on Library and Learning Resources, to replace those completing their terms:
b. University Committee on Research & Creative Activity (UCRCA)

BE IT RESOLVED, that the following name goes forward as three-year appointments, from 08/01/21 through 08/01/24, to replace a member who is completing their term on the UCRCA (University Committee on Research & Creative Activity):

Rui Zhao (IS&T) to replace Christine Toh (IS&T).

c. University Committee on Student Affairs

BE IT RESOLVED, that the following name goes forward as a three-year appointment, from 08/01/21 through 08/01/24, on the University Committee on Student Affairs, to replace member who is completing their term:

Lacey Rogers (Library) to replace Jay Erwin (CBA).

d. University Committee for the Advancement of Teaching (UCAT)

BE IT RESOLVED, that the following name goes forward as three-year appointments, from 08/01/21 through 08/01/24, to replace a member who is completing their term on the UCAT (University Committee for the Advancement of Teaching):

Kate Cooper, IS&T to replace Dario Ghersi, IS&T
Kelly Herman, BA to replace Erin Pleggenkuhle-Miles, BA

Senator Anderson made a motion to amend the resolution to include section d. The senate unanimously passed the motion.

The resolution was unanimously passed by the senate.

V. Other Faculty Senate Committees

A. Bylaws Committee Revision for Electronic Meetings Resolution

Whereas, Neither our adopted parliamentary authority nor Nebraska law permits public meetings to be held by electronic means without explicit bylaw provisions for them; and
Whereas, Recent bylaw revisions made provision for electronic meetings of its standing committees, but not of the Faculty Senate itself; and
Whereas, The Faculty Senate, meeting electronically during a recent period allowed by the Governor’s Executive Order Allowing Limited Virtual Meeting Attendance,
demonstrated its ability to conduct open meetings and deliberate effectively using electronic means providing both visual and auditory communication;

The Faculty Senate amends its bylaws by insertion at the head of Article VI, paragraph G. Electronic Meeting of:

1. Faculty Senate. The Executive Council, at its regularmonthly meeting, may approve that the month’s regular Faculty Senate meeting be conducted by electronic means. When the Executive Council decides to conduct the full senate meeting electronically, a link to the communication service to be used for conducting the meeting will be distributed with the agenda. The selected communication service must be simultaneously accessible by all members and enrolled guests, allow for the display of text for all pending motions, and facilitate expeditious and anonymous voting (either through its service offering, or through the display/enablement of additional services), as needed. Mixed meetings, where some members participate remotely while others participate in person, are not allowed.

2. Executive. The president may arrange that any Executive Council meeting be conducted electronically if the vice-president or secretary-treasurer agree, and members are given notice at least twenty-four hours in advance. Communication service requirements include all those for faculty senate plus legible display of extended reports. Executive officers may meet electronically, as mutually agreed, with administration.

Senator Qureshi took over the meeting so Senator Ostler could present the resolution. The resolution was passed unanimously.

VI. For the Good of the Order

A. Award for the Faculty Senate on Behalf of NU ITS

VII. New Business

Senator Gift stated his concerns regarding the J-term and how they would affect lab days and questioned the need for study days.

VIII. Recess for members (outgoing, continuing, and incoming) of each standing committee other than Committee on Committees to caucus for election of its chair for 2021-2022. (The chair no longer has to be a continuing member. Chairs must be available to meet the first Wednesday of each month as part of the Executive Council. If the elected chair is unavailable to meet during the summer, or if the committee is unable to elect a chair, elect a continuing or new member to serve with the Executive Council in May, June, and July.)

IX. Report of Election of 2021-2022 Standing Committee Chairs

RESOLUTION: 2021-2022 Standing Committee Chairs
BE IT RESOLVED, that in accord with Article VIII.A.2 of its Bylaws the Faculty Senate standing committees have elected their respective 2021-2022 chairs as follows:

A. Committee on Academic and Curricular Affairs: Senator Deb Circo

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B. Committee on Educational Resources and Services: Senator James Shaw
C. Committee on Faculty Personnel and Welfare: Senator Robin Gandhi
D. Committee on Goals and Directions: Senator Peggy Jones
E. Committee on Professional Development: Senator _____________

The italicized senators were the ones elected by their committees to become the chairs for the 2021-2022 year. The Committee on Professional Developments did not elect a chair at this time.

X. Adjourn at 3:17 p.m.
Organizational Meeting of the 2021-2022 Faculty Senate Minutes
Wednesday, May 12, 2021

I. **Official Call to Order and Welcome:** President Wessling

II. **Appointment and Election of Officers**

   A. **RESOLUTION: Parliamentarian**

      BE IT RESOLVED, that according to the Constitution of the Faculty Senate of the University of Nebraska, Article IV, and Article V.G.2 of its Bylaws the senate president appoints Jim Carroll the parliamentarian of the 2021-2022 Faculty Senate.

      *The resolution to appoint Jim Carroll as the parliamentarian was unanimously passed.*

   B. **Election of Vice President of 2021-2022 Faculty Senate**

      **RESOLUTION: Faculty Senate Vice President**

      BE IT RESOLVED, that in accord with the Constitution of the Faculty Senate of the University of Nebraska, Article IV, and Article V.A.2 of its Bylaws the Faculty Senate elects Senator __________ as 2021-2022 Vice President.

      *Senator Shaw was nominated to be Faculty Senate Vice President and the resolution was unanimously passed.*

   C. **Election of Secretary/Treasurer of 2021-2022 Faculty Senate**

      **RESOLUTION: Faculty Senate Secretary/Treasurer**

      BE IT RESOLVED, that in accord the Constitution of the Faculty Senate of the University of Nebraska, Article IV, and Article V.A.2 of its Bylaws the Faculty Senate elects Senator __________ as 2021-2022 Secretary/Treasurer.

      *Senator Siy was nominated to be the Faculty Senate Secretary/Treasurer and the resolution was unanimously passed.*

   D. **Election of Chair of the Committee on Committees**

      **RESOLUTION: Chair of the Committee on Committees**

      BE IT RESOLVED, that in accord the Article V.A.2 of its Bylaws the Faculty Senate elects Senator __________ as 2021-2022 Chair of the Committee on Committees.
Senator Nero was nominated to be the Chair of the Committee on Committees and the resolution was unanimously passed.

E. Election of fifth Executive Officer

RESOLUTION: Fifth Executive Officer

BE IT RESOLVED, that in accord the Article V.A.2 of its Bylaws the Faculty Senate elects Senator __________ as a 2021-2022 Executive Officer.

Due to the fact that not all committee chairs had been appointed, the passing of this resolution has been delayed until the fall.

III. Presidential Appointees

RESOLUTION: Faculty Senate Presidential Appointments

BE IT RESOLVED that the Faculty Senate President appoints the following as designated:

A. AAUP Executive Committee (American Association of University Professors)

BE IT RESOLVED, that the Faculty Senate President appoints the following senator, who is also an AAUP member, as the senate representative for a one year appointment from 05/12/21, through 05/11/21, to the UNO Chapter of AAUP, to replace James Vnuk, whose term has expired:

James Vnuk (A&S) to replace James Vnuk (A&S).

B. Academic Freedom Coalition of Nebraska (AFCON)

BE IT RESOLVED, that the Faculty Senate President appoints the following to be the Senate representative for a one year appointment, through May 2022, to the Academic Freedom Coalition of Nebraska (AFCON):

__________________.

C. Alumni Association Board of Directors

BE IT RESOLVED, that the Faculty Senate President appoints the following UNO alum as the senate representative for one year, 08/1/21, through 07/31/22, to the Alumni Association, Board of Directors, to replace Janice Rech, whose term has expired:

__________________.
D. Budget Advisory Committee (Faculty Senate Committee)

**BE IT RESOLVED,** the Faculty Senate President has appointed the following faculty member to the Faculty Senate Budget Advisory Committee as a three-year appointment, from August 1, 2021 to July 31, 2024, to replace Carol Ebden, whose term will expire:

__________________.

E. Graduate Council Liaison

**BE IT RESOLVED,** that the Faculty Senate President appoints the following member of the Graduate Council to be the liaison between the 2021-2022 Faculty Senate and the Graduate Council for a one-year term from 8/1/21, through 7/31/22:

Jennifer Harbour (A&S) to replace Jennifer Harbour (A&S).

*The appointments were approved by unanimous consent; the unfilled appointments will be filled in the fall.*

IV. New Business

A. 2021-2022 Calendar of Faculty Senate meetings

1. Executive Council
   a. 2:00 p.m. first Wednesday every month
   b. Elected Officers and Standing Committee Chairs
   c. Year round (June through May; June and July in lieu of full senate)
   d. CEC 230/231 for the Fall semester

2. Full Senate
   a. 2:00 p.m. second Wednesday (Except June, July, August)
   b. All senators
   c. Day-long retreat & meeting Wednesday August 18th on Zoom
   d. CEC 201/205/209, one meeting to occur on Pacific Campus

3. Elected Officers & Administration
   a. 2:00 p.m. third Wednesday of every month
   b. Elected Officers
   c. Year round (June through May)
   d. LOCATION TO BE DETERMINED
   e. Agenda made by Senate President

4. Standing Committees
   a. 2:00 p.m. last Wednesday every month (except May, June, July, December;
November to be as arranged [please also in Schedule table])

b. All senators (President free-floating)

c. Committee members work independently, preparing content for meetings

d. Room arrangements and agenda are made by each Committee Chair

V. Announcements

VI. Adjourn at 3:37 p.m.