**Tuesday, Feb 5, 2013 - 12:00-1:00 p.m.**

**MARK 421**



**MINUTES**

IN ATTENDANCE: Karen Schaffman (Chair, A & L), Marilyn Huerta (A&L Coordinator,ex-officio), Cata Ratiu (COBA), Francisco Martin (CHABSS), Jodi Robledo (COEHHS), Ching-Ming Cheng (VPA), Melanie Chu (Library), Leslie Nevins (SSL), Kathleen Corona (CE).

1. Appreciate to Marilyn for the season launch.
2. Update from Marilyn Huerta on events.
	1. Highlight of upcoming season
	2. Committee will email Marilyn which events they will volunteer for. Note: volunteering doesn’t guarantee a seat. Committee members are encouraged to help out and have a presence. Wearing you’re A&L T-shirts encouraged.
	3. Marilyn reports that 1300 tickets have already been sold for Father Boyle
3. Review and Approval of Minutes from December 2012 meeting. Marilyn will post document to the website.
4. Check in with membership
	1. COBA vacant seat
		1. Vassilis Dalakis is stepping down and has recommended Cata Ratiu as a temporary replacement. Welcome Cata.
5. Status of Chair supervision via Academic Affairs and Transition to an Academic Senate Committee
	1. Reported as stated in Agenda
	2. Questions and Concerns that the Chair will present to the Provost:
		1. What is the procedure for transition?
		2. Who is initiating this process?
		3. Who exactly writes the by-laws?
		4. Timeline of this transition and actions needed to be taken?
		5. Staff are recommended for continued committee representation
		6. Will "quad" meetings take place.
	3. Later noted in the meeting that much policy and programmatic language has been generated and stated on the website. These are ready as by-laws are written or confirmed by the Senate.
6. Review of proposal process:
	1. The amount will stand at $2000 for artist/lecture/group fee
	2. The amount for tech fees should be determined by Provost and CE asap so that the launch of the proposal can be posted.
	3. The proposal deadline has been changed to April 12.
	4. The committee will review for quality only and rank by number.
	5. The committee will work on the evaluation rubric during the March 5 and April 9 meetings.  The committee requests a confirmation from the Provost on the rubric for clarity of retreat process.
	6. The provost will make the final decision immediately following a meeting to review with Chair, May 13.
7. Review of on-line proposal form.
	1. This looks good, there were a few additional line items added to clarify the proposal. Marilyn will update and confirm with Karen.
8. Next meeting, 3/5, will not be rescheduled as requested by Chair due to professional development activity. Rather, Melanie Chu has kindly agreed to facilitate the meeting and begin the revision of the RUBRIC. This will be developed further and clarified for approval on 4/9.