



MINUTES

March 26th, 2021

Members Present: Ekin Alakent, Kai Ding, Robert Loveland, Lan Wu (chair), and Jung You

Venue: Online meeting via Zoom

The meeting was called to order at 1:00 p.m.

1. Approval of the agenda: approved unanimously
2. Approval of the 2/26/2021 minutes: approved unanimously
3. **Business Items**
 - a) Review and revise the 2015 CBE document, “List of Committees (with pre-assigned points)” used to calculate CBE faculty’s service points and participation.
 - Constructed a draft list of CBE faculty committees/service
 - Discussion on the draft
 - Planning to contact CBE chairs for information verification.
 - Planning for the workflow and discussing strategies for the revision
 - Next meeting scheduled, Apr 9th.

Meeting adjourned at 3:00 p.m.

Minutes respectfully submitted,

Jung You, Secretary