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## COMMITTEE ON PROFESSIONAL MATTERS Meeting Agenda

MEETING DATE May 29, 2020  
MEETING TIME 10:00 AM - 12:00 PM  
LOCATION Zoom Meeting

### Attendance

#### Members

Name	Role	Attendance
Jinan Banan	Member	Off-duty
Katherine Davis	Member	Present
Derrick Higginbotham	Chair	Present
Kathryn Hoffman	Member	Present
Vanessa Irvin	Member	Present
Camaron Miyamoto	Secretary	Present
Truc Nguyen	SEC liaison	Present

#### Guests

Name	Role	Time
N/A		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
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<b>CALL TO ORDER</b>	1. Call to Order	1. The meeting was called to order by D. Higginbotham, Chair at 10:03 PM.
<b>CHAIRS REPORT</b>	1. Honored George Floyd and the disparate impact of the pandemic on communities of color 2. Follow-up on presentation to GEC	1. A moment of silence was observed. 2. Chair Higginbotham will request the chair of GEC share survey results on the Council of Academic Advisors.
<b>UNFINISHED BUSINESS</b>	1. Determine this meeting's Secretary 2. Discuss policy covering those teaching in face-to-face situations next fall, as per K. Hoffmann's email.	1. C. Miyamoto is secretary. 2. We will share information that we are not forced to conduct face-to-face education and that the belief that we are, is misinformation; Chair Higginbotham will share this concern with Laura Lyons to make her aware of the situation.
<b>NEW BUSINESS</b>	1. Survey data and report on faculty needs to feel safe and comfortable returning to work in Fall 2020.	1. CPM will author a report based on the data collected; Chair Higginbotham and Vice Chair Miyamoto will be authors of the draft report; CPM will make recommendations in the report and will not simply be transmitting data; Liaison Nguyen will forward the completed report of the CPM to the MFS Executive Committee for further dissemination.



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ADJOURNMENT		1. Motion to adjourn by K. Hoffmann; seconded by V. Irvin. The meeting adjourned at 12:02 PM.

Respectfully submitted by Camaron Miyamoto, Secretary.

Approved on June 10, 2020 with X votes in favor of approval and X against.