

- Activities, Enhanced Course Learning, Instructional and Research Equipment Enhancement, and University-wide Activities and Programs);
- a. Reviewing proposals for implementation of Electronic Text and Rental

4.0 DUTIES OF THE CONVENER

The Convener shall:

- 4.1 Preside at the first meeting of the academic year for the Advisory Committee and arrange for the election of a Chairperson by new and continuing members;
- 4.2 Have the primary responsibility for arranging the time and location for meetings;
- 4.3 Circulate timely notification of Advisory Committee meetings, the preliminary agenda, and appropriate support materials;
- 4.4 Circulate a draft of the minutes to Advisory Committee members for comment prior to the next scheduled meeting;
- 4.5 Serve as the custodian of the A2E2 Advisory Committee membership list, policies, budgets, corrected minutes, and other documents that may be appropriate, and shall comply with reasonable requests for information from Advisory Committee members;
- 4.6 Oversee maintenance of the A2E2 website (<http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/a2e2/committee/index.html>)
- 4.7 Request periodic updates and year end reports on all funded activities, including indicators of success;
- 4.8 Circulate quarterly budget updates in a manner prescribed by the Advisory Committee;
- 4.9 Provide the outcome of Advisory Committee recommendations to the Provost regarding A2E2 funding;
- 4.10 Contact ASI and the Academic Senate to confirm committee appointments for the next year and send an appropriate welcoming message.

5.0 DUTIES OF THE CHAIRPERSON/Co-Chairs

- The Chairperson/Co-Chairs shall:
- 5.1 Preside at all other meetings of the Advisory Committee. In the absence of the Chairperson or both Co-Chairs, the committee shall elect a Chair pro tempore;
 - 5.2 Prepare a preliminary agenda for each meeting of the Advisory Committee and provide it in a timely fashion to the Convener.

6.0 MEETINGS OF THE A2E2 ADVISORY COMMITTEE

- 6.1 All meetings of the Advisory Committee shall be open to the public and meeting agendas on the A2E2 website.
- 6.2 A quorum will be defined as at least 3 students and at least 3 faculty members present at the meeting.
- 6.3 Following any of its meetings, the Advisory Committee shall forward its recommendations to the Provost.
- 6.4 The Fall Quarter meetings shall begin in the 1st week of October. The primary activities of these meetings are to



8.0 AMENDMENTS

8.1 The A2E2 Advisory Committee may choose to recommend amendments to these