New Rapporteur Orientation

WELCOME TO THE UNIVERSITY SEMINARS / FALL 2024

Orientation Overview

I. A Brief History of The University Seminars
II. Contacting the Office
III. Website & Administrative Portal
IV. Important Things to Remember
V. Rapporteur Responsibilities
VI. Onboarding & Payroll
VII. Harassment, Misconduct and Discrimination

The Founding of The University Seminars

Jane Belo, teacher, painter, and anthropologist. Photograph by Carl Van Vechten.

Frank Tannenbaum, historian of Latin America, Slavery, and Prison Systems; founder and first Director of The University Seminars.

Introductions

THE OFFICE OF
THE UNIVERSITY SEMINARS

SUSAN BOYNTON
Director
SLB184@COLUMBIA.EDU

PAMELA GUARDIA
Director of Administration & Planning
PAMELA.GUARDIA@COLUMBIA.EDU

GESENIA ALVAREZ-LAZAUSKAS
Associate Director, Financial Operations
GA2030@COLUMBIA.EDU

SUMMER HART
Chief Creative Officer
SH3040@COLUMBIA.EDU

GARY M. MAYTA-LIZARRAGA
Program Coordinator
GM2965@COLUMBIA.EDU

GIRAN CEBALLOS
Administrative Assistant
GRC2136@COLUMBIA.EDU

The University Seminars Website

http://universityseminars.columbia.edu/

General Email Address

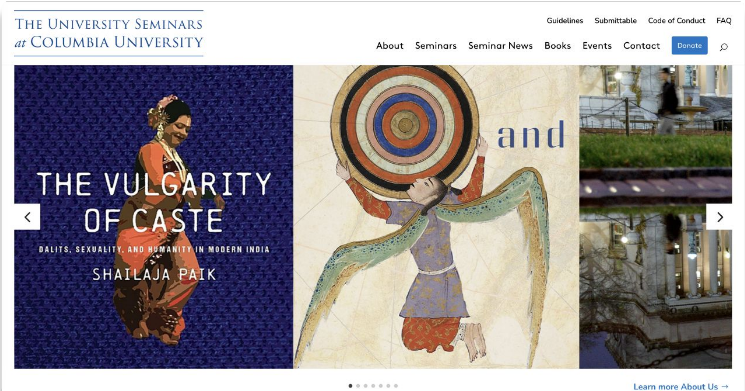
univ.seminars@columbia.edu

Important things to remember

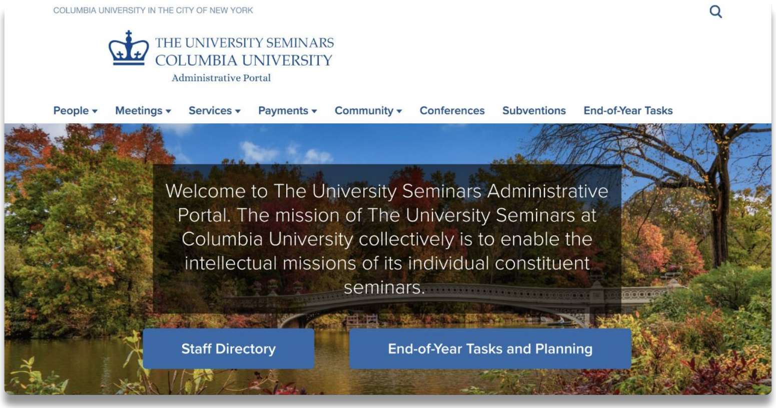
- Intellectual work is going on and your job is to **facilitate** and **record** it. You are the **liaison** between The University Seminars Office and your chairs.
- Read all of the information in the Administrative Portal before your first meeting in the fall. You can navigate to the portal from the main website.
- Email is the primary form of communication. Voice and video Zoom meetings with the office can be scheduled in advance.
- As we deal with nearly a hundred seminars, please always refer to your **seminar number and seminar name** in your email correspondence with The University Seminars office.
- Mark email “Urgent” in the subject line if you need a prompt response.
- Honoraria and dues are forbidden by our charter.

Rapporteur Responsibilities

Contact Information, Website & Administrative Portal

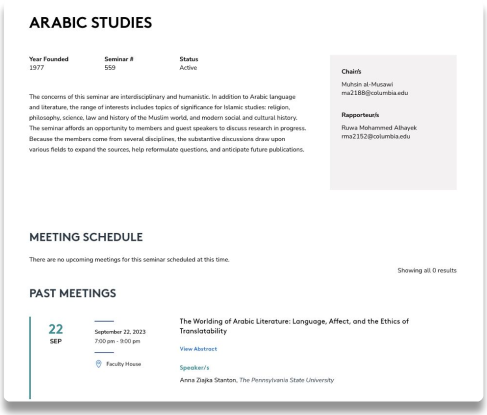


[Know The University Seminars Website]



Welcome to The University Seminars Administrative Portal. The mission of The University Seminars at Columbia University collectively is to enable the intellectual missions of its individual constituent seminars.

[Know the Administrative Portal]



ARABIC STUDIES

Year Founded	Seminar #	Status
1977	559	Active

The concerns of this seminar are interdisciplinary and humanistic. In addition to Arabic language and literature, the range of interests includes topics of significance for Islamic studies: religion, philosophy, science, law and history of the Muslim world, and modern social and cultural history. The seminar affords an opportunity to members and guest speakers to discuss research in progress. Because the members come from several disciplines, the substantive discussions draw upon various fields to expand the sources, help reformulate questions, and anticipate future publications.

Chair/s

Muhsin al-Musawi
ma2188@columbia.edu

Rapporteur/s

Ruwa Mohammed Alhayek
rma2152@columbia.edu

MEETING SCHEDULE

There are no upcoming meetings for this seminar scheduled at this time.

Showing all 0 results

PAST MEETINGS

22 SEP

September 22, 2023
7:00 pm - 9:00 pm

Faculty House

The Worlding of Arabic Literature: Language, Affect, and the Ethics of Translatability

View Abstract

Speaker/s

Anna Ziajka Stanton, *The Pennsylvania State University*

[Check your schedule on your individual seminar web page]

Notify office for any corrections

RAPPORTEUR RESPONSIBILITIES:

Each seminar has its own internal structure. In some seminars, the responsibilities normally associated with the rapporteur's position may be shared with the chair or another member of the seminar. The University Seminars office; however, considers the rapporteur to be the seminar liaison and expects them to perform the following tasks to ensure that meetings are successfully held and documented.

- Keep in communication with chair. Understand responsibilities and expectations.
- Maintain an email list of seminar members, associates, & guests.
- Confirm information on The University Seminars' website is correct, including schedule.
- Send announcements of seminar meetings and Zoom registration links.
- Circulate handouts or background papers for presenting guest.
- Meet privacy policy requirements.
- Direct speakers to the "Speaker Acknowledgment" form.
- Record the minutes and collect names and affiliations (include in minutes).
- Handle general administrative duties for the seminar.
- Submit all minutes via Submittable
- Submit timesheets

Rapporteur responsibilities

i. AT THE START OF THE ACADEMIC YEAR
ii. END OF YEAR TASKS
iii. MEETINGS

At the Start of Each Academic Year

- Communicate with chair/s. Know your responsibilities
- Confirm your seminar's schedule with The University Seminars office and with chair/s.
- Check your seminar's page on our website. Email corrections to Summer and Gary.
- Obtain an email list from the previous rapporteur or seminar chair and update it with any new members/remove those who are no longer members.
- Upload a clean copy of the email list to Submittable with your first submission.

At the Start of Each Academic Year

- Confirm whether your seminar will meet in person, via Zoom, or hybrid. Reserve space and communicate AV requirements to The Seminars office accordingly.

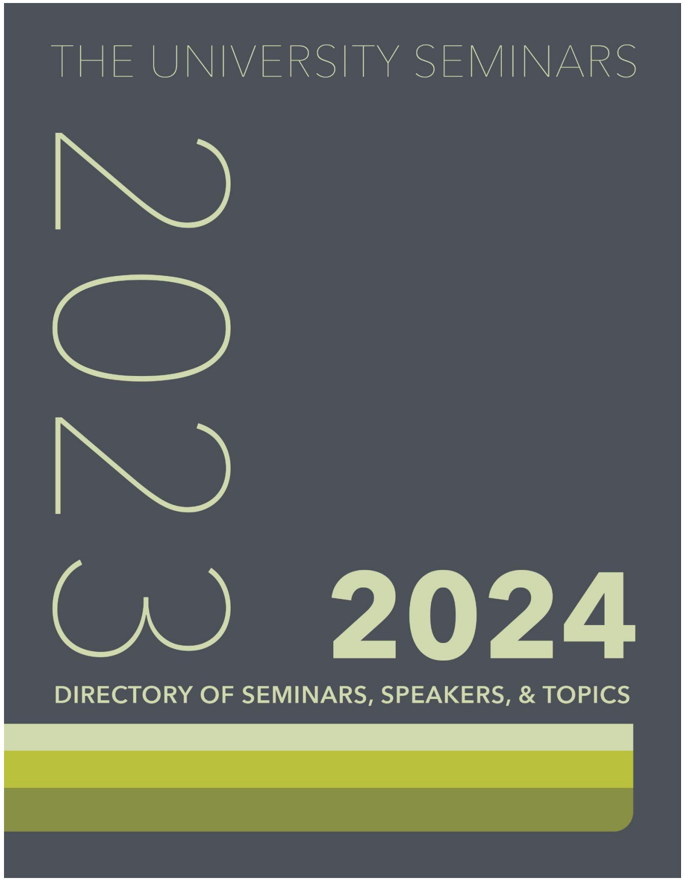
- As needed, request travel and hotel reservations for presenters.

  After chairs have received funding approval from Susan Boynton, secure reservations by completing the Traveler Information Form for each traveling seminar presenter.

  Giran Ceballos will work with the presenter to finalize arrangements.

  Travel confirmations are sent to the traveling guest, the seminar chair and the rapporteur. If a confirmation is not received, contact Giran Ceballos.

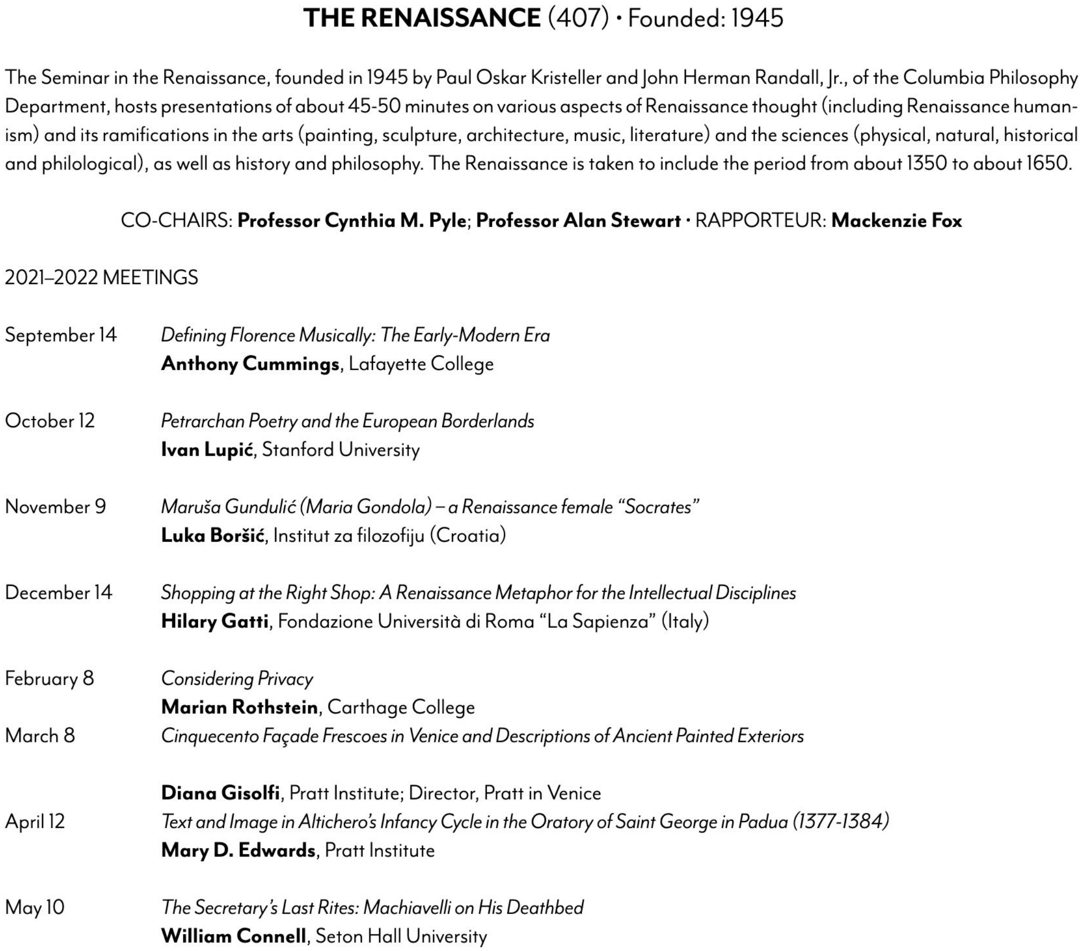
End of Year Tasks



THE UNIVERSITY SEMINARS

2023 2024

DIRECTORY OF SEMINARS, SPEAKERS, & TOPICS



THE RENAISSANCE (407) · Founded: 1945

The Seminar in the Renaissance, founded in 1945 by Paul Oskar Kristeller and John Herman Randall, Jr., of the Columbia Philosophy Department, hosts presentations of about 45-50 minutes on various aspects of Renaissance thought (including Renaissance humanism) and its ramifications in the arts (painting, sculpture, architecture, music, literature) and the sciences (physical, natural, historical and philological), as well as history and philosophy. The Renaissance is taken to include the period from about 1350 to about 1650.

CO-CHAIRS: **Professor Cynthia M. Pyle**; **Professor Alan Stewart** · RAPPORTEUR: **Mackenzie Fox**

2021–2022 MEETINGS

September 14	*Defining Florence Musically: The Early-Modern Era* **Anthony Cummings**, Lafayette College
October 12	*Petrarchan Poetry and the European Borderlands* **Ivan Lupić**, Stanford University
November 9	*Maruša Gundulić (Maria Gondola) – a Renaissance female "Socrates"* **Luka Boršić**, Institut za filozofiju (Croatia)
December 14	*Shopping at the Right Shop: A Renaissance Metaphor for the Intellectual Disciplines* **Hilary Gatti**, Fondazione Università di Roma "La Sapienza" (Italy)
February 8	*Considering Privacy* **Marian Rothstein**, Carthage College
March 8	*Cinquecento Façade Frescoes in Venice and Descriptions of Ancient Painted Exteriors* **Diana Gisolfi**, Pratt Institute; Director, Pratt in Venice
April 12	*Text and Image in Altichero's Infancy Cycle in the Oratory of Saint George in Padua (1377-1384)* **Mary D. Edwards**, Pratt Institute
May 10	*The Secretary's Last Rites: Machiavelli on His Deathbed* **William Connell**, Seton Hall University

End of Year Tasks

At the end of the academic year, rapporteurs must:

- Upload any outstanding minutes. Correct any open minutes. The deadline for all meeting documentation is **June 15th**. Rapporteurs will not have access to the submission form after this date. If there is a reason minutes cannot be submitted on time, please contact Summer Hart.
- Communicate resignation or intention to stay on with seminar chair and office.
- Submit any reimbursement paperwork.
- Submit all timesheets.
- Submit New Academic Year Planning Form (if necessary/on behalf of chair.) NAYPFs and Travel Fund Request Forms are due **June 30th**.
- Respond to Directory/Annual Report edit requests (if necessary/on behalf of chair.)

Meetings

Virtual & Hybrid Meetings:

Schedule meetings in Zoom with the appropriate parameters (recurring meetings, password entry requirement, waiting room, auto-record).

Ensure chair/s and moderators have hosting rights to Zoom meetings.

In-Person & Hybrid Meetings:

Reserve meeting and dinner space.

Arrange travel, hotel and parking for guests with Giran Ceballos, as necessary.

Communicate dietary restrictions to Gary Mayta-Lizarraga.

Collect dinner checks in the provided marked envelope and return to the office.

Reserve AV equipment. Return all borrowed equipment.

Meetings

Prior to meeting:

- Communicate with chair. Know responsibilities. Confirm travel funds were requested.
- Communicate with speaker. Confirm date and time of meeting. Confirm travel was arranged. Obtain bio and paper for circulation to members, as appropriate.
- For meetings held in-person, confirm availability of meeting and dinner space.
- Check the seminar webpage for the correct meeting details: speaker name and topic, event date and time, and supply abstract, if appropriate.
- Send announcement three weeks prior to the meeting. Include the Zoom (or other video-conferencing) details in the announcement or send Zoom invitation separately upon RSVP.
- Schedule the Zoom meeting. (All Zoom instructions are found in the Administrative Portal).
- Make sure everyone is made aware if the session will be recorded. Recordings are for taking minutes only and may not be shared, even with the presenter.
- For dinners held in the Faculty House, send catering count to Gary Mayta-Lizarraga.

Announcements

- In addition to notifying members of a seminar meeting, announcements serve multiple administrative purposes.
- You must include univ.seminars@columbia.edu in all seminar communications and updates.
- Announcements must include full seminar name and number; meeting date, time and location; speaker's name, title and affiliation; title of the presentation; abstract or description of the talk.

Days to Weeks Before Each Meeting

- If meeting in person, find out the speaker's AV requirements and communicate them to The University Seminars office. Be as specific as possible.

- Gather final RSVP number (for dinner as well as the seminar) and send them to Gary Mayta-Lizarraga. Be sure to note any dietary restrictions.

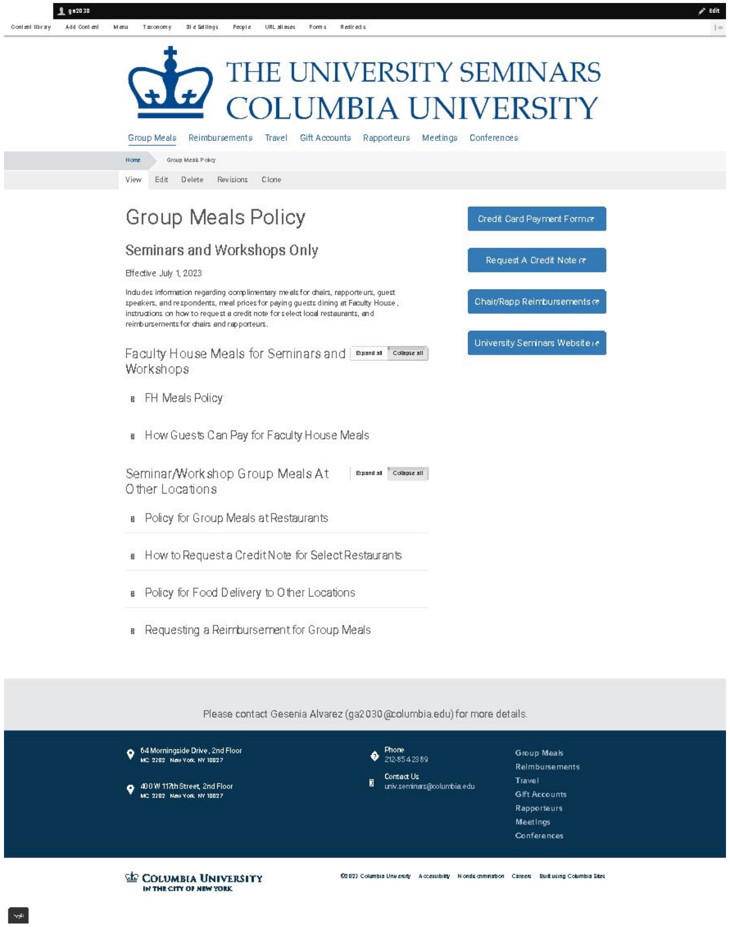
- If the seminar will dine in a restaurant, make a reservation and review the Group Meals page found in the Administrative Portal. The office reimburses up to $50 per person for dinner and $35 for lunch (including beverages, tax, and tip) for chairs, rapporteurs, guest speakers, and respondents. Direct billing is available at select restaurants. For restaurants which do not accept direct billing, a reimbursement request for eligible meals may be submitted.

- If a speaker will be submitting for reimbursement (not recommended) put them in touch with Giran Ceballos to begin the process of setting them up in Columbia's reimbursement system.

- Direct the speaker to the Speaker Acknowledgement of Privacy Policy Form.

Days to Weeks Before Each Meeting

- Group meals are requested through the Administrative Portal.



Group Meals Policy

Seminars and Workshops Only

Effective July 1, 2023

Includes information regarding complimentary meals for chairs, rapporteurs, guest speakers, and respondents, meal prices for paying guests dining at Faculty House, instructions on how to request a credit note for select local restaurants, and reimbursements for chairs and rapporteurs.

Faculty House Meals for Seminars and Workshops

- FH Meals Policy
- How Guests Can Pay for Faculty House Meals

Seminar/Workshop Group Meals At Other Locations

- Policy for Group Meals at Restaurants
- How to Request a Credit Note for Select Restaurants
- Policy for Food Delivery to Other Locations
- Requesting a Reimbursement for Group Meals

Please contact Gesenia Alvarez (ga2030@columbia.edu) for more details.

64 Morningside Drive, 2nd Floor
MC 2702 New York, NY 10027

400 W 117th Street, 2nd Floor
MC 2702 New York, NY 10027

Phone
212-854-2389

Contact Us
univ.seminars@columbia.edu

Before Each Meeting

Zoom & Virtual Meetings

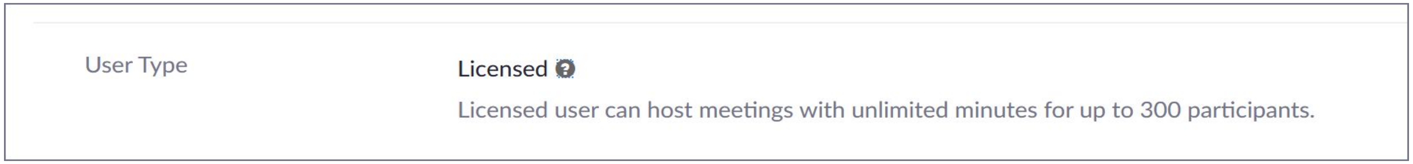
- Chairs and Rapporteurs require premium accounts in order to co/host meetings.
- If any Rapporteur does not have the licensed version, send an email to Gary Mayta-Lizarraga for an upgrade.
- Affiliated chairs should check with their own institution or department first for the Zoom premium upgrade. Licensed versions of Zoom can be offered to affiliated and non-affiliated chairs upon request.
- CUMC-affiliates: Due to HIPAA restrictions, we are not able to provide licensed Zoom accounts to anyone with a CUMC email address. If you will host virtual or hybrid meetings, contact Pamela Guardia for guidance.

Check Zoom version:

Log in with UNI: https://columbiauniversity.zoom.us/

Your name is on profile page.

Halfway down page, USER TYPE value must = ***Licensed***



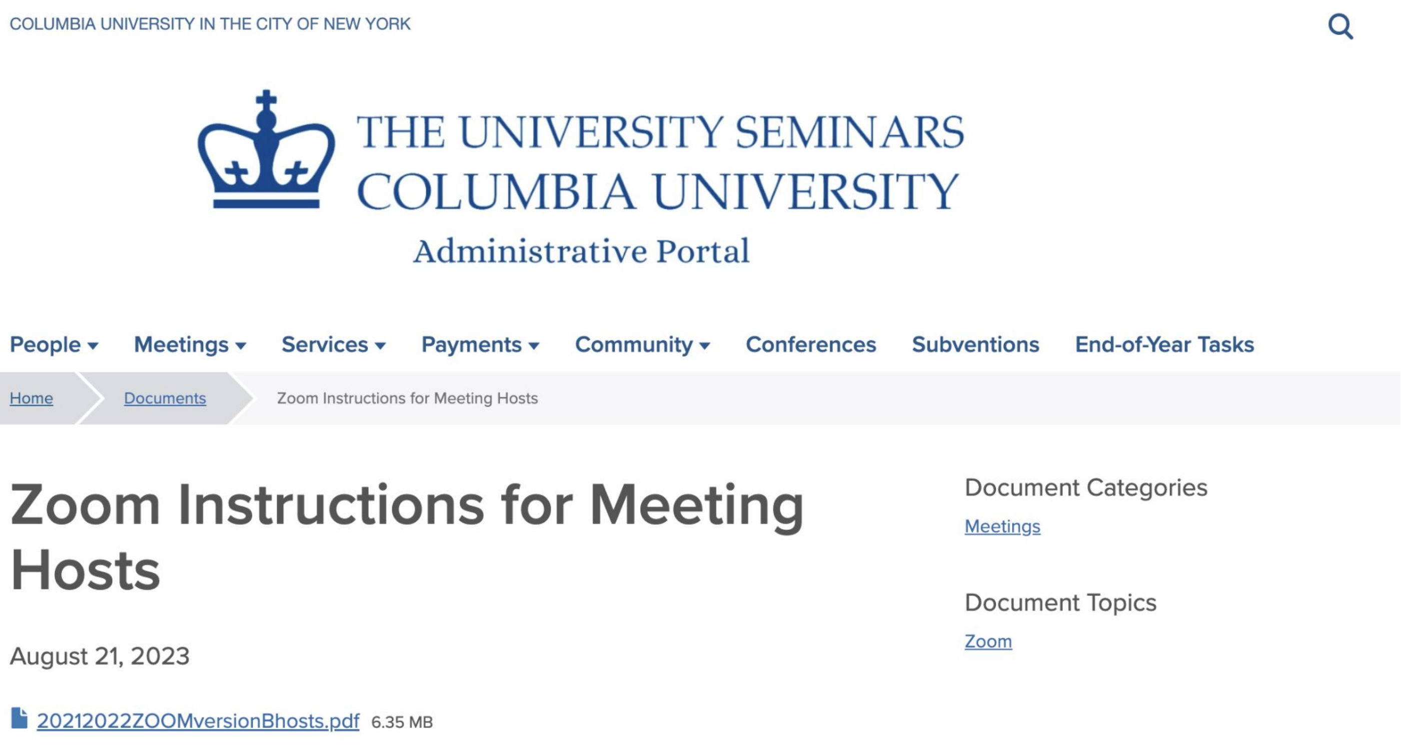
User Type

Licensed

Licensed user can host meetings with unlimited minutes for up to 300 participants.

Before Each Meeting

- Zoom instructions are located within the Administrative Portal



COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

THE UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY
Administrative Portal

People ▾ Meetings ▾ Services ▾ Payments ▾ Community ▾ Conferences Subventions End-of-Year Tasks

Home > Documents > Zoom Instructions for Meeting Hosts

Zoom Instructions for Meeting Hosts

August 21, 2023

20212022ZOOMversionBhosts.pdf 6.35 MB

Document Categories

Meetings

Document Topics

Zoom

Before Each Meeting

Immediately before an in-person meeting:

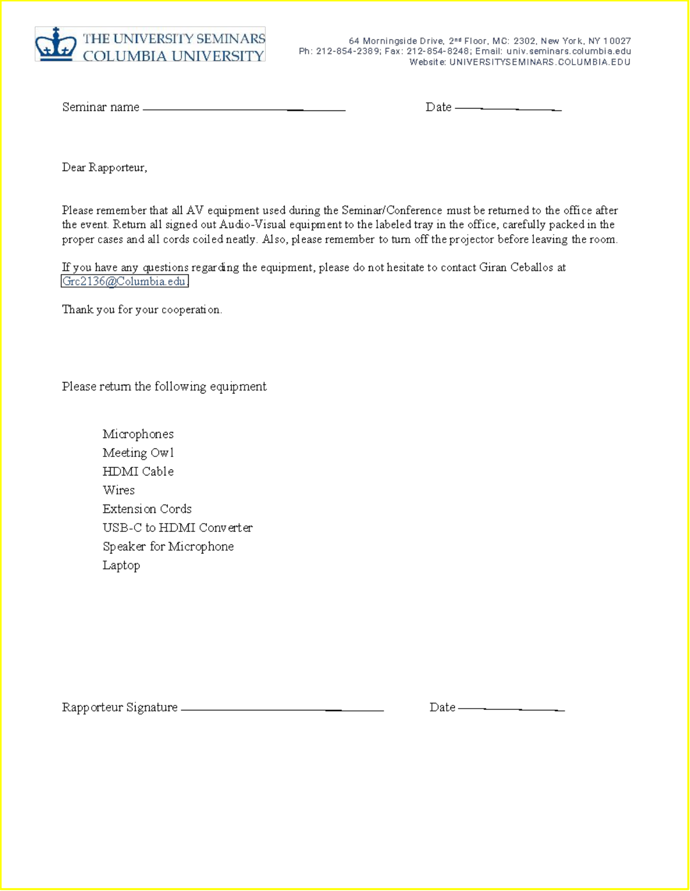
- Arrive early. Check for proper signage in the lobby and outside of the meeting room.
- Check in with the office, obtain a sign-in sheet, and dinner envelope.
- Sign-out reserved equipment and test set-up with Giran Ceballos and the presenting guest.
- For dinners at the Faculty House, make sure the dinner table is set with the correct number of chairs.
- Circulate handouts, sign-in sheet, forms or other physical material.
- Check-in with chair and presenter.

Immediately before a virtual meeting:

- Make sure your environment is comfortable, your computer is charged, your internet connection is stable, and you have everything you need to participate in the seminar.
- Log in to Zoom early to test audio and video. If you have trouble with connectivity, audio or video, leave Zoom, close your internet browser and try again.

Before Each Meeting

- Sign out reserved equipment



THE UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY

64 Morningside Drive, 2nd Floor, MC: 2302, New York, NY 10027
Ph: 212-854-2389; Fax: 212-854-8248; Email: univ.seminars.columbia.edu
Website: UNIVERSITYSEMINARS.COLUMBIA.EDU

Seminar name ______________________ Date ____________

Dear Rapporteur,

Please remember that all AV equipment used during the Seminar/Conference must be returned to the office after the event. Return all signed out Audio-Visual equipment to the labeled tray in the office, carefully packed in the proper cases and all cords coiled neatly. Also, please remember to turn off the projector before leaving the room.

If you have any questions regarding the equipment, please do not hesitate to contact Giran Ceballos at Grc2136@Columbia.edu.

Thank you for your cooperation.

Please return the following equipment

Microphones
Meeting Owl
HDMI Cable
Wires
Extension Cords
USB-C to HDMI Converter
Speaker for Microphone
Laptop

Rapporteur Signature ______________________ Date ____________

During Each Meeting

- Read the privacy policy of the seminar. Record the policy and attendees' acknowledgement of the policy in the minutes. If the policy is contested or altered, record the change in the minutes. Check "open" or "closed" to indicate if the meeting is open or closed.
- Circulate a paper sign-in sheet or open the chat for attendees to sign-in with their names and affiliations. Record this information in the minutes. Paper sign-in sheets are provided by the office for rapporteur reference only and do not need to be returned to the office.
- Virtual meetings: The rapporteur or chair is responsible for monitoring the discussion, tracking raised hands or comments in chat and muting and unmuting participants. This role is established in advance of the meeting. If recording, announce this. Do not share recordings-even with the speaker.
- Take the minutes, following the steps outlined in the Administrative Portal.
- In-person meetings: Collect dinner checks, fill out and sign envelope; return it to the office.

Hosting Seminar Meeting

Meeting Start Checklist

Before each meeting, obtain the following and record them into the minutes:

- SPEAKER: Speaker Acknowledgement of Privacy Google Form
- ALL ATTENDEES: Sign in (Name and affiliation)
- ALL ATTENDEES: Privacy Policy Acknowledgement (including whether the meeting is open or closed)

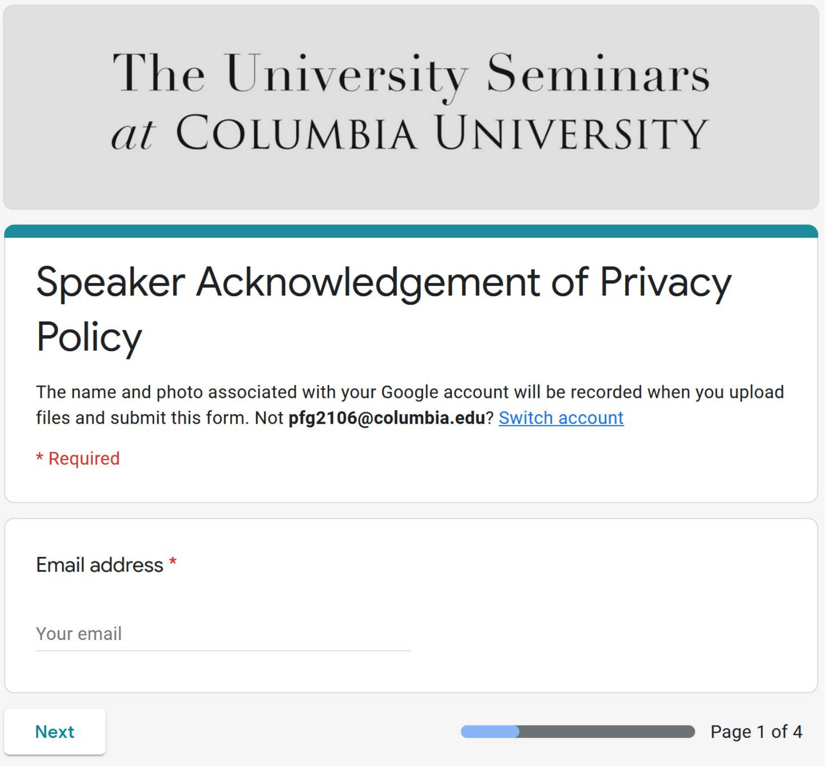
Hosting Seminar Meeting

Before the meeting:

Speaker Acknowledgement of Privacy Policy

- Speaker must fill out the ***Speaker Acknowledgement of Privacy Policy*** Google Form.

https://docs.google.com/forms/d/e/1FAIpQLSfHWkC4vsrn2sfiod166WU4ews0S-coGp2SRLOMYb634Asm7g/viewform



The University Seminars
at COLUMBIA UNIVERSITY

Speaker Acknowledgement of Privacy Policy

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not **pfg2106@columbia.edu**? Switch account

* Required

Email address *

Your email

Hosting Seminar Meeting

Sign In

Upon entering the meeting space, whether virtual or physical, all attendees must sign-in.

- In **virtual** meetings, attendees type their <u>Name and Affiliation</u> directly into the chat.
- In **physical** meetings, circulate the Seminar Meeting Sign-in sheet.

- Record all names and affiliations the minutes. (Chat is available as a basic text document immediately after the meeting.)
- This includes anyone who is not already listed in the minutes by default: speaker, respondent, chair, rapporteur.

Hosting Seminar Meeting

Attendee Privacy Policy Acknowledgement

- Chair or rapporteur reads the privacy policy. Be sure to include whether your seminar's minutes are "closed" or "open."
- Attendees acknowledge privacy policy by raising their hand, whether in-person or in a virtual space.

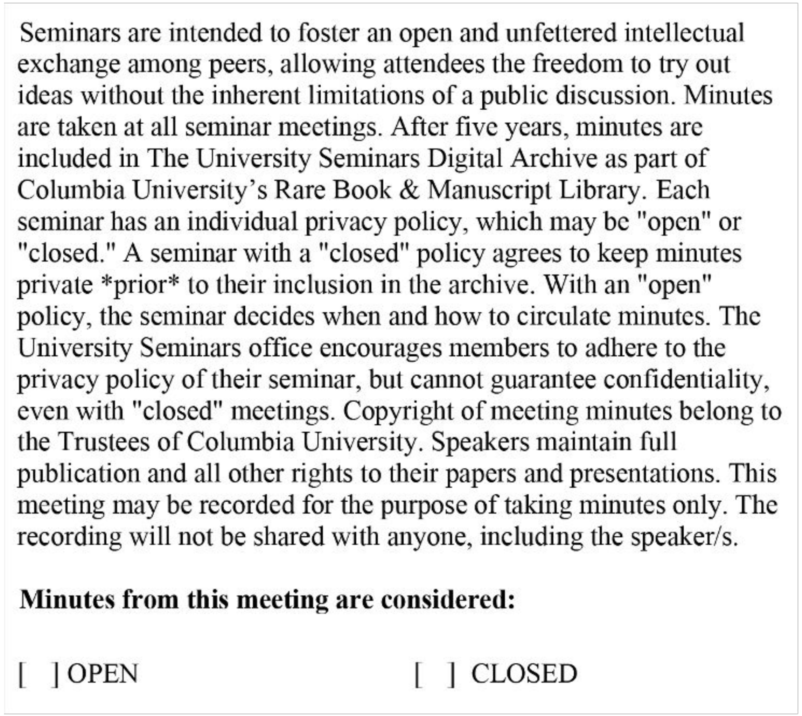
  (Raising a virtual hand: Zoom instructions, version A, page 8).
- Privacy Policy language provided is general. Please alter to fit your seminar. Membership writes policy.

Hosting Seminar Meeting

Privacy Policy

In addition to the general Privacy Policy, each seminar must also state whether their meetings are "closed" or "open," and, if the meetings will be recorded for the purpose of taking accurate minutes, everyone must be made aware. There is no other allowable reason to record the meeting.
The Privacy Policy is in the Meetings section of the Administrative Portal.

In most cases, the full Privacy Policy will resemble the following:



Seminars are intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private *prior* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations. This meeting may be recorded for the purpose of taking minutes only. The recording will not be shared with anyone, including the speaker/s.

Minutes from this meeting are considered:

[ ] OPEN [ ] CLOSED

CHECK ONE OF THESE BOXES

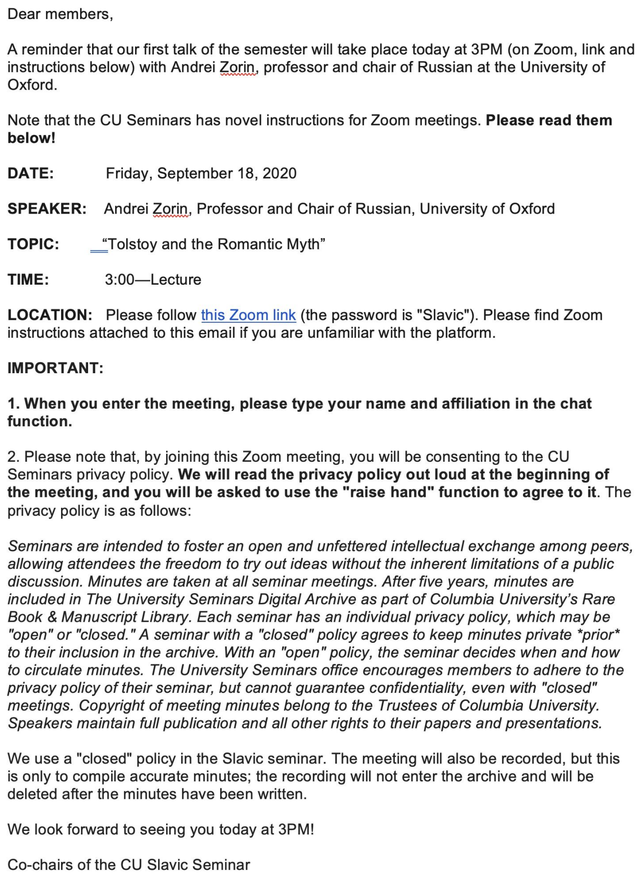
Hosting Seminar Meeting

Inform Virtual Attendees in Advance

- To mitigate frustration and/or confusion during the meeting, all attendees should be informed in advance that they are expected to know how to participate by signing-in and acknowledging the Privacy Policy. Send in advance:
- **Zoom instructions**, version A. Explain that they are expected to know, at minimum, how to raise their virtual hand and type into the chat to sign-in.
- **Privacy Policy**. Let them know that they will have to acknowledge the policy at the meeting by raising their hand.

Privacy Policy in Announcements

- **Sample Announcement**



Dear members,

A reminder that our first talk of the semester will take place today at 3PM (on Zoom, link and instructions below) with Andrei Zorin, professor and chair of Russian at the University of Oxford.

Note that the CU Seminars has novel instructions for Zoom meetings. **Please read them below!**

DATE: Friday, September 18, 2020

SPEAKER: Andrei Zorin, Professor and Chair of Russian, University of Oxford

TOPIC: "Tolstoy and the Romantic Myth"

TIME: 3:00—Lecture

LOCATION: Please follow this Zoom link (the password is "Slavic"). Please find Zoom instructions attached to this email if you are unfamiliar with the platform.

IMPORTANT:

1. When you enter the meeting, please type your name and affiliation in the chat function.

2. Please note that, by joining this Zoom meeting, you will be consenting to the CU Seminars privacy policy. **We will read the privacy policy out loud at the beginning of the meeting, and you will be asked to use the "raise hand" function to agree to it**. The privacy policy is as follows:

*Seminars are intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private *prior* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations.*

We use a "closed" policy in the Slavic seminar. The meeting will also be recorded, but this is only to compile accurate minutes; the recording will not enter the archive and will be deleted after the minutes have been written.

We look forward to seeing you today at 3PM!

Co-chairs of the CU Slavic Seminar

IMPORTANT:

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After Each Meeting

Immediately following the meeting:

- Collect any outstanding meal payments from guests. We prefer advanced payment via credit card. A link to our credit card form is available in the Group Meals page. We accept checks (U.S. bank issued only) or cash, but strongly discourage this practice.
- Return all signed out Audio-Visual equipment to the labeled tray in the office.
- Download and save the meeting recording from Zoom. (Available on cloud for 30 days).

Before the next meeting:

- Submit minutes (Submittable); timesheet. Link can be found in the Administrative Portal.
- If applicable, submit any reimbursement requests through the Reimbursement Form found in the Administrative Portal.

After Each Meeting

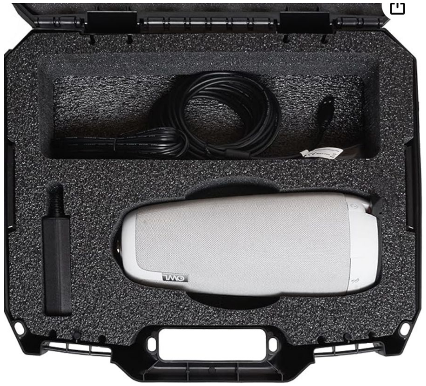
Technology

Return all Audio-Visual equipment, wires and carrying cases to The University Seminars office.

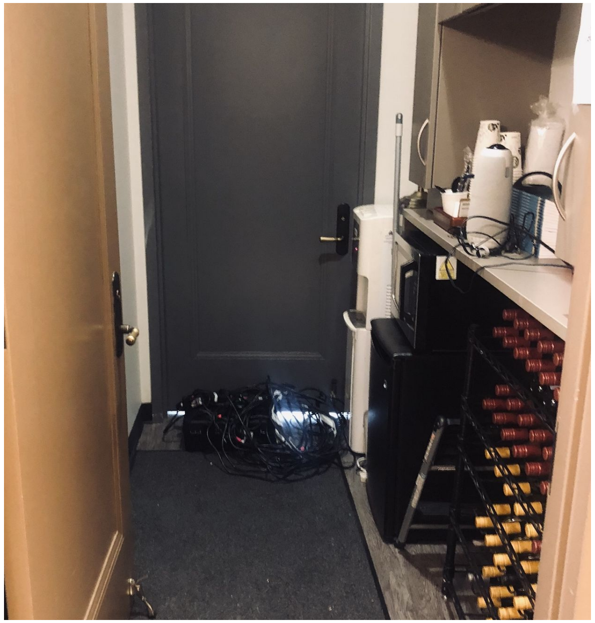
- OWLs must be returned in the hard case. All wires must be unplugged from device, coiled neatly and placed in the same case.
- Laptops and charging cables must be returned in the laptop bag.
- All wires are to be coiled neatly in circles about 12" in diameter and returned in the provided tote bag or in the laptop case.
- All TUS wires are labeled with pink tape and "THE UNIVERSITY SEMINARS" labels.
- Giran will provide instructions for equipment: to return or leave running for the next seminar.
- If you are the last seminar of the evening (after 8 PM), you will be instructed to close and lock the office door after returning the equipment.

After Each Meeting

Proper Equipment Return:



Improper Equipment Return:



Submitting Minutes & Email Lists

Minutes & Email Lists

- Minutes are submitted as **PDFs** to ***Submittable*** (3rd party, non-Columbia.)
- Must create external *Submittable* account (not UNI.) Go to:

https://adminportal.universityseminars.columbia.edu/content/using-submittable

- Use the current Minutes Template rather than one handed down from a chair or previous rapporteur. The 2024-2025 template is available on the Administrative Portal.
- Update your seminar's email list once each fall and upload a copy to Submittable with your first set of minutes. This is for back-up purposes only. The University Seminars office does not maintain email lists of individual seminars.
- Email all members with an invitation to join The University Seminars Mailing List to receive occasional updates and announcements of Seminar events.

Minutes for the Archive

Follow The University Seminars naming convention carefully and double-check your file name before submitting minutes. Your submission will be opened for edits if you do not follow the convention exactly. Minutes are complete once they have been accepted.

M is the content code for minutes. The convention is as follows:

[Seminar number]_[AY][current academic year including century]_[month and day of meeting]_[content code].pdf

Example: 451_AY20242025_0924_m.pdf

All content codes:

m = minutes

a = announcement

c = correspondence

s = schedule

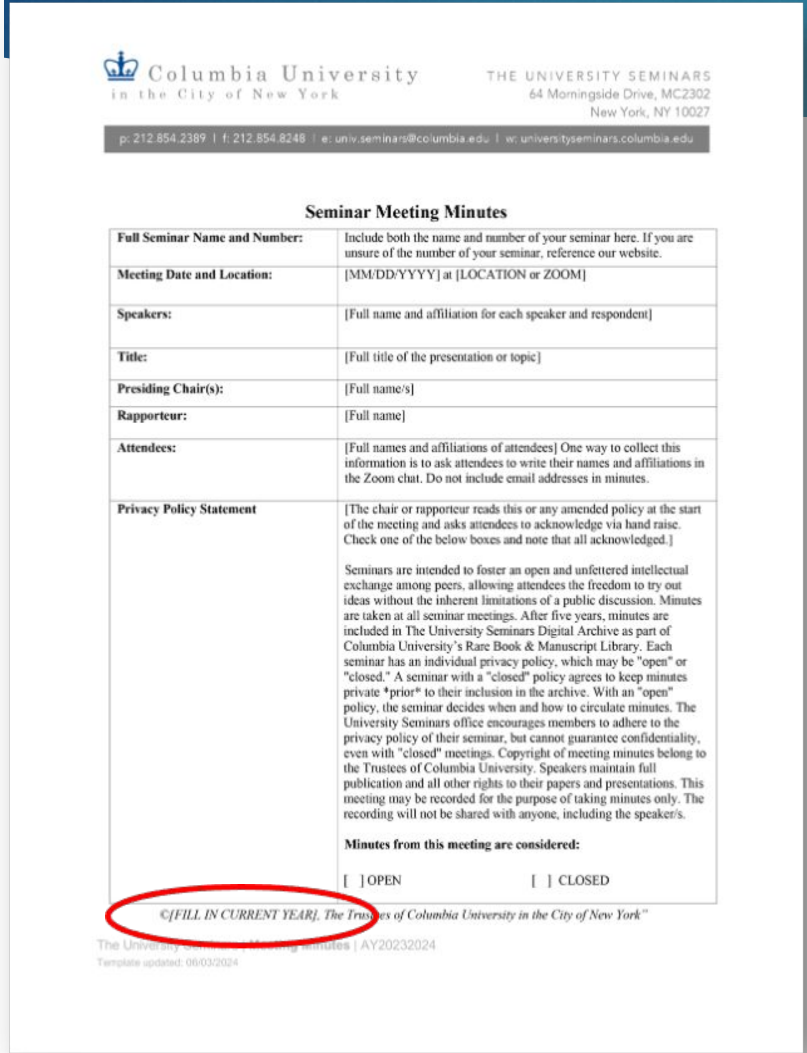
h = handout

bp = background paper

sn = speaker notes

sp = speaker paper

Submitting Acceptable Material



Columbia University
in the City of New York

THE UNIVERSITY SEMINARS
64 Morningside Drive, MC2302
New York, NY 10027

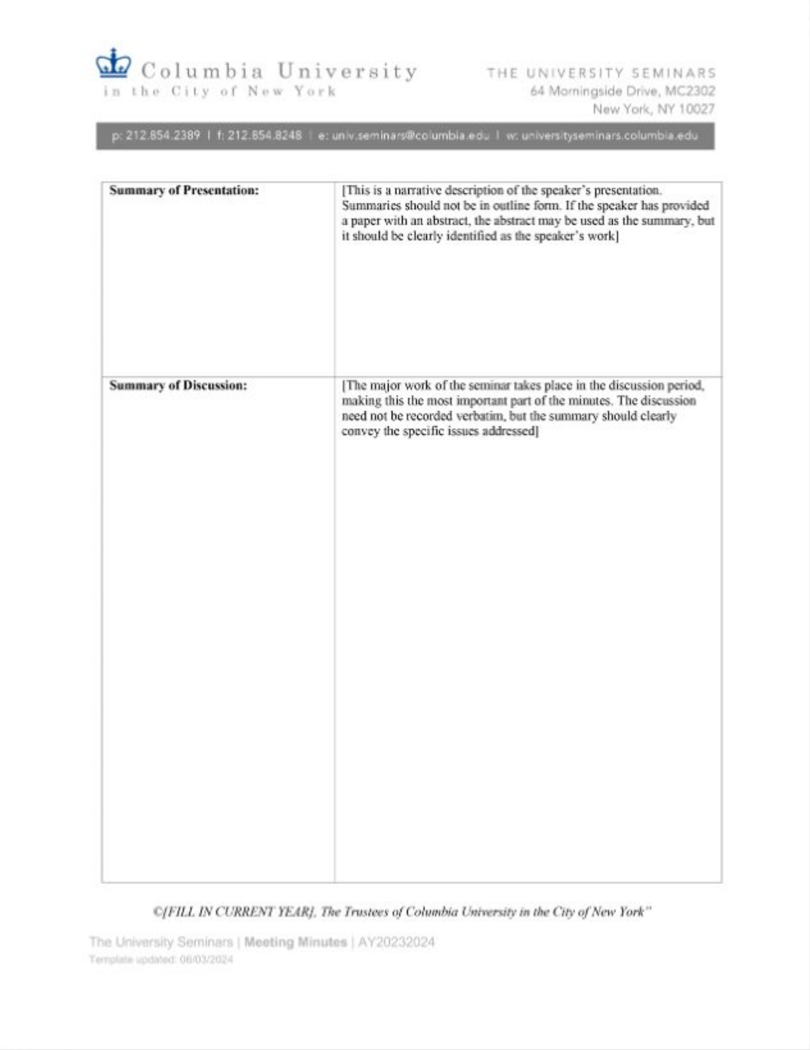
p: 212.854.2389 | f: 212.854.8248 | e: univ.seminars@columbia.edu | w: universityseminars.columbia.edu

Seminar Meeting Minutes

Full Seminar Name and Number:	Include both the name and number of your seminar here. If you are unsure of the number of your seminar, reference our website.
Meeting Date and Location:	[MM/DD/YYYY] at [LOCATION or ZOOM]
Speakers:	[Full name and affiliation for each speaker and respondent]
Title:	[Full title of the presentation or topic]
Presiding Chair(s):	[Full name/s]
Rapporteur:	[Full name]
Attendees:	[Full names and affiliations of attendees] One way to collect this information is to ask attendees to write their names and affiliations in the Zoom chat. Do not include email addresses in minutes.
Privacy Policy Statement	[The chair or rapporteur reads this or any amended policy at the start of the meeting and asks attendees to acknowledge via hand raise. Check one of the below boxes and note that all acknowledged.] Seminars are intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private *prior* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations. This meeting may be recorded for the purpose of taking minutes only. The recording will not be shared with anyone, including the speaker/s. **Minutes from this meeting are considered:** [ ] OPEN [ ] CLOSED

©[FILL IN CURRENT YEAR], The Trustees of Columbia University in the City of New York"

The University Seminars | **Meeting Minutes** | AY20232024
Template updated: 06/03/2024



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Summary of Presentation:	[This is a narrative description of the speaker's presentation. Summaries should not be in outline form. If the speaker has provided a paper with an abstract, the abstract may be used as the summary, but it should be clearly identified as the speaker's work]
Summary of Discussion:	[The major work of the seminar takes place in the discussion period, making this the most important part of the minutes. The discussion need not be recorded verbatim, but the summary should clearly convey the specific issues addressed]

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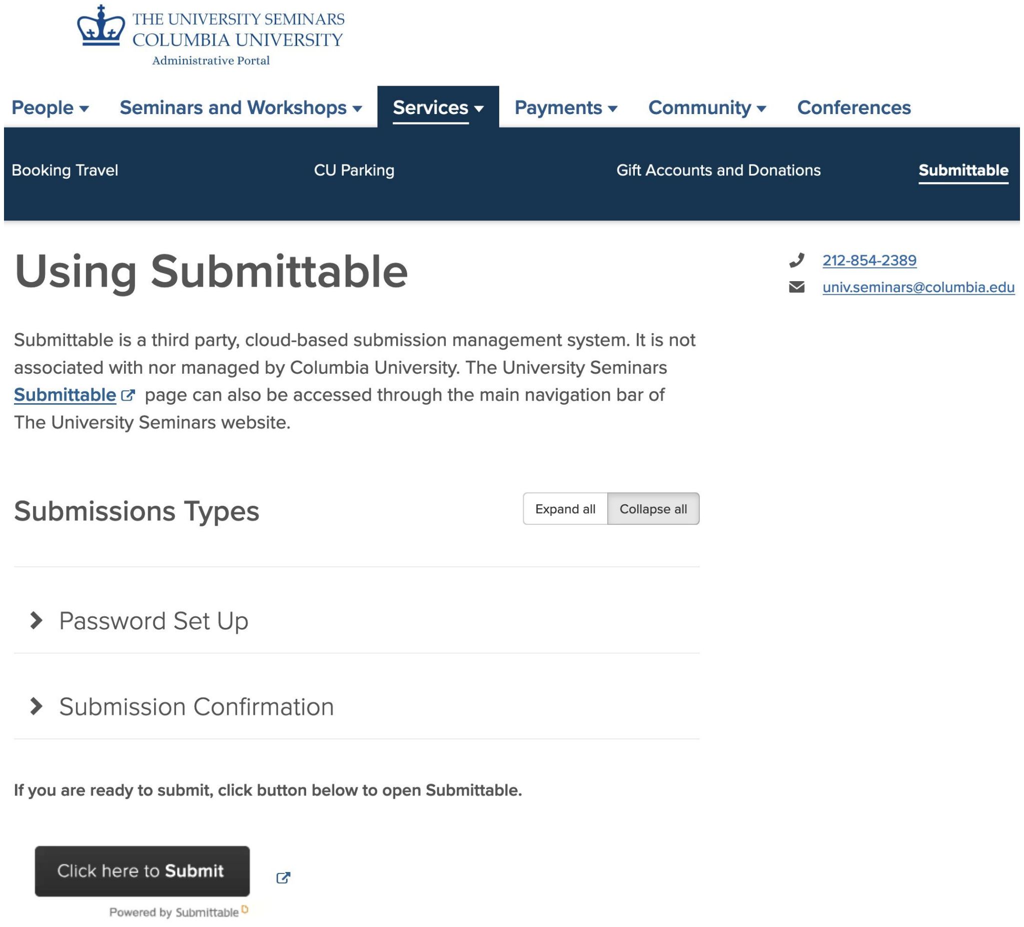
The University Seminars | **Meeting Minutes** | AY20232024
Template updated: 06/03/2024

Submittable



Using Submittable

Submittable is a third party, cloud-based submission management system. It is not associated with nor managed by Columbia University. The University Seminars **Submittable** page can also be accessed through the main navigation bar of The University Seminars website.

Submissions Types

- › Password Set Up
- › Submission Confirmation

If you are ready to submit, click button below to open Submittable.

Reasons Minutes May Not Be Accepted

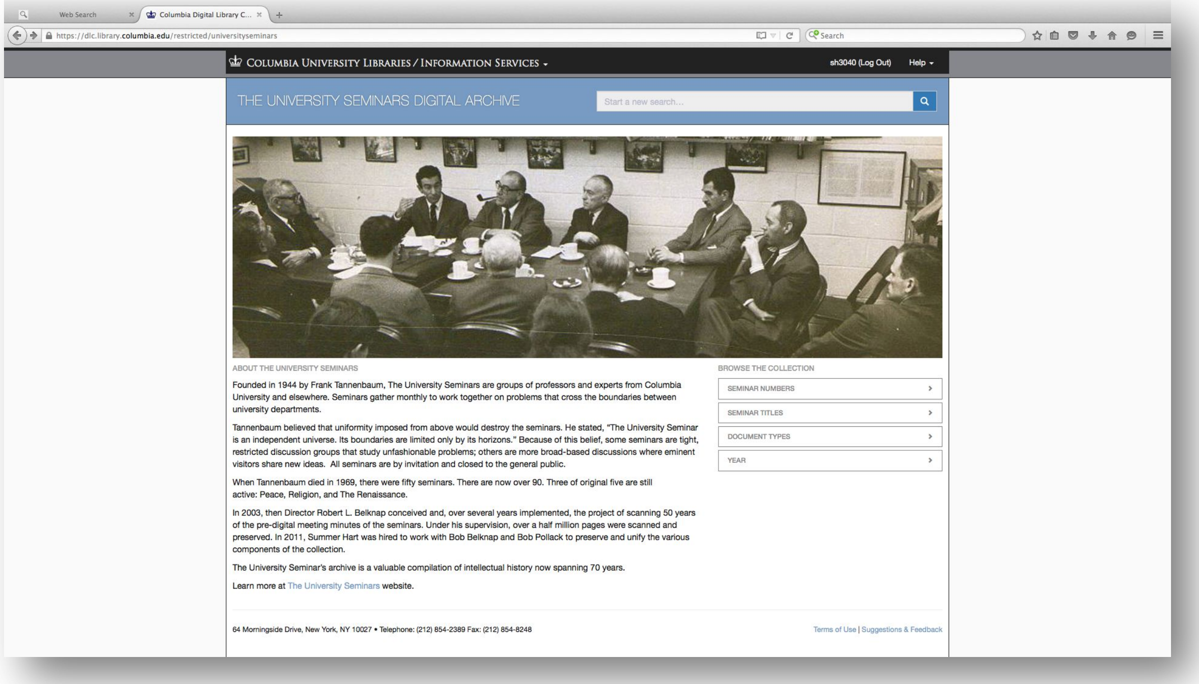
Minutes are not considered complete until they are marked “accepted” in Submittable. If edits are necessary, Summer Hart will make the submission editable and request corrections.

Some common reasons minutes might not be accepted:

- Use of out-of-date or wrong template. Templates are updated every academic year.
- Copyright year in footer listed as incorrect year or left blank.
- Attendee names and affiliations not listed.
- Email addresses listed in the minutes. Email addresses are for mailing lists only.
- Privacy policy not recorded: as it pertains to the particular seminar, including whether the seminar is “open” or ”closed,” and that it was acknowledged by everyone in attendance.
- Document incorrectly named. Please follow the naming convention carefully.

Digital Archive

Digital Archive: Keyword Search


Web Search
Columbia Digital Library C...
https://dlc.library.columbia.edu/restricted/universityseminars
Search
COLUMBIA UNIVERSITY LIBRARIES / INFORMATION SERVICES
sh3040 (Log Out)
Help
Start a new search...
BROWSE THE COLLECTION
SEMINAR NUMBERS
SEMINAR TITLES
DOCUMENT TYPES
YEAR
Terms of Use | Suggestions & Feedback

THE UNIVERSITY SEMINARS DIGITAL ARCHIVE

ABOUT THE UNIVERSITY SEMINARS

Founded in 1944 by Frank Tannenbaum, The University Seminars are groups of professors and experts from Columbia University and elsewhere. Seminars gather monthly to work together on problems that cross the boundaries between university departments.

Tannenbaum believed that uniformity imposed from above would destroy the seminars. He stated, "The University Seminar is an independent universe. Its boundaries are limited only by its horizons." Because of this belief, some seminars are tight, restricted discussion groups that study unfashionable problems; others are more broad-based discussions where eminent visitors share new ideas. All seminars are by invitation and closed to the general public.

When Tannenbaum died in 1969, there were fifty seminars. There are now over 90. Three of original five are still active: Peace, Religion, and The Renaissance.

In 2003, then Director Robert L. Belknap conceived and, over several years implemented, the project of scanning 50 years of the pre-digital meeting minutes of the seminars. Under his supervision, over a half million pages were scanned and preserved. In 2011, Summer Hart was hired to work with Bob Belknap and Bob Pollack to preserve and unify the various components of the collection.

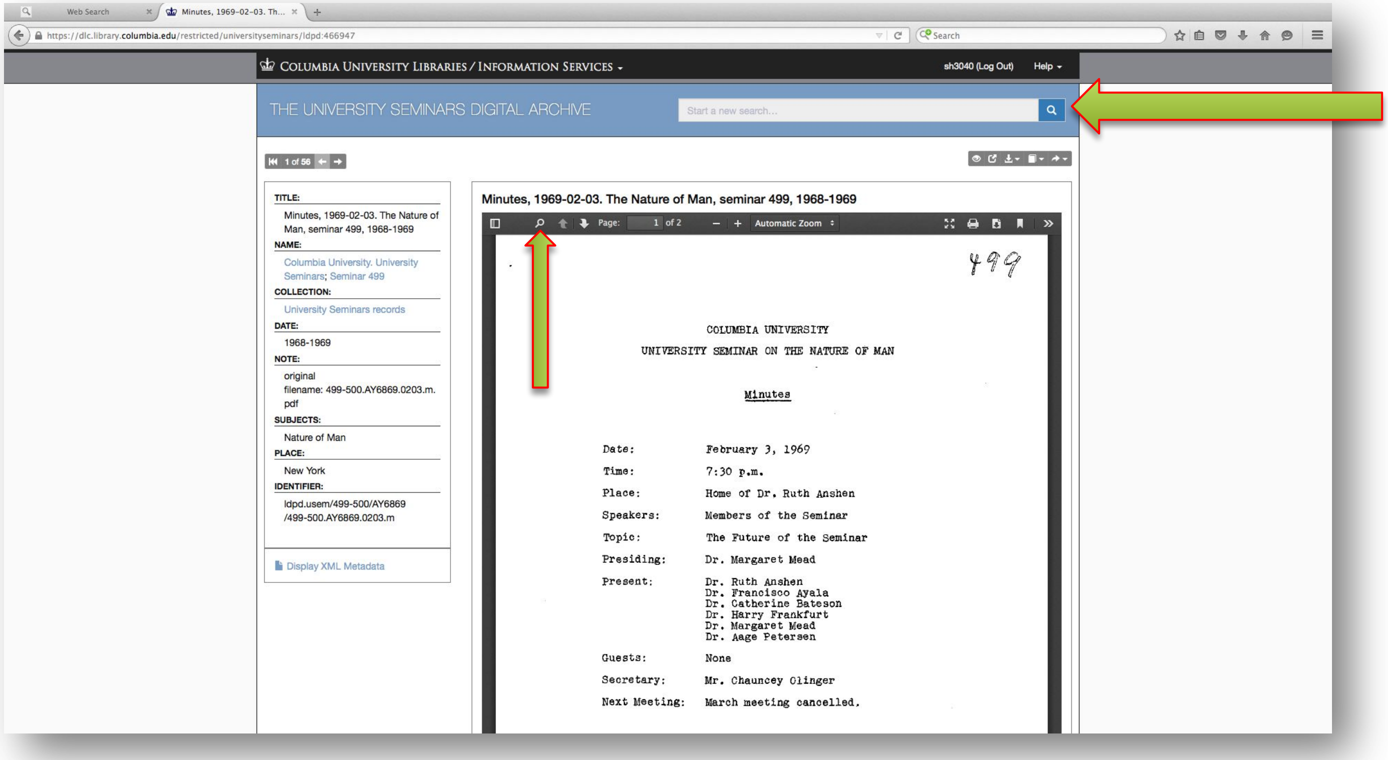
The University Seminar's archive is a valuable compilation of intellectual history now spanning 70 years.

Learn more at The University Seminars website.

64 Morningside Drive, New York, NY 10027 • Telephone: (212) 854-2389 Fax: (212) 854-8248

Access archive with your UNI/password:
https://dlc.library.columbia.edu/restricted/universityseminars

Digital Archive: PDF Viewer


Web Search
Minutes, 1969-02-03. Th...
https://dlc.library.columbia.edu/restricted/universityseminars/ldpd:466947
Search
COLUMBIA UNIVERSITY LIBRARIES / INFORMATION SERVICES
sh3040 (Log Out)
Help
THE UNIVERSITY SEMINARS DIGITAL ARCHIVE
Start a new search...
1 of 56
Page: 1 of 2
Automatic Zoom
Display XML Metadata

TITLE:
Minutes, 1969-02-03. The Nature of Man, seminar 499, 1968-1969

NAME:
Columbia University. University Seminars; Seminar 499

COLLECTION:
University Seminars records

DATE:
1968-1969

NOTE:
original filename: 499-500.AY6869.0203.m.pdf

SUBJECTS:
Nature of Man

PLACE:
New York

IDENTIFIER:
ldpd.usem/499-500/AY6869/499-500.AY6869.0203.m

Minutes, 1969-02-03. The Nature of Man, seminar 499, 1968-1969

499

COLUMBIA UNIVERSITY
UNIVERSITY SEMINAR ON THE NATURE OF MAN

Minutes

Date: February 3, 1969
Time: 7:30 p.m.
Place: Home of Dr. Ruth Anshen
Speakers: Members of the Seminar
Topic: The Future of the Seminar
Presiding: Dr. Margaret Mead
Present: Dr. Ruth Anshen
Dr. Francisco Ayala
Dr. Catherine Bateson
Dr. Harry Frankfurt
Dr. Margaret Mead
Dr. Aage Petersen
Guests: None
Secretary: Mr. Chauncey Olinger
Next Meeting: March meeting cancelled.

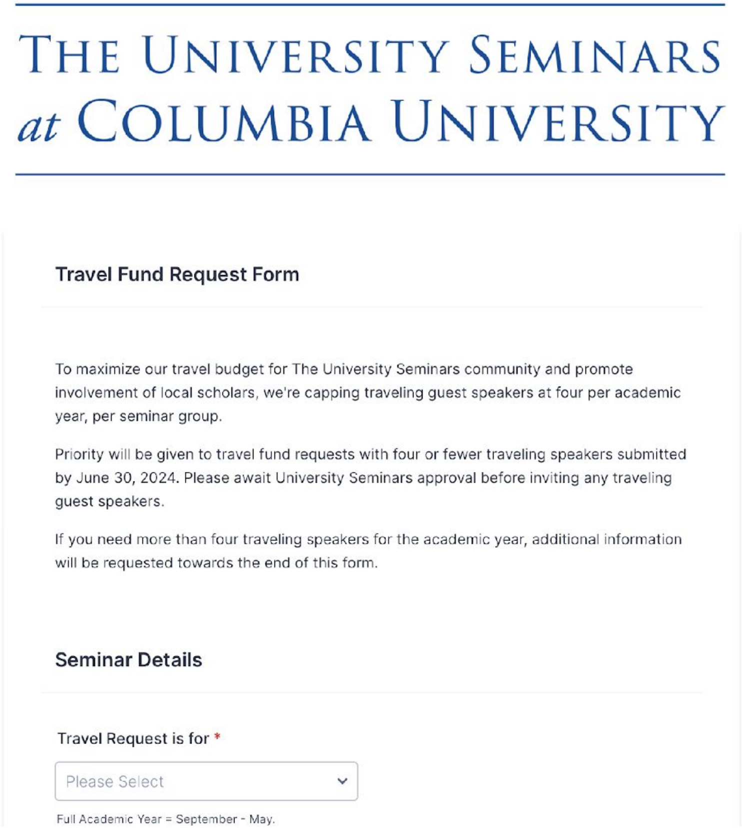
HIGHLIGHTS:
search within document, full screen, zoom in and out, scroll through pages.

Travel for guests

Travel

- Travel funding must be requested in advance by the seminar chair.
- Once approved, the traveling guest or the rapporteur can submit a TRAVELER INFORMATION FORM. Guidelines and forms can be found on the Booking Travel page in the Administrative Portal .
- Travelers should submit their own form if they will travel by air, or if they have any special requests, such as extended stays, broken travel, or traveling with an additional guest.

Travel Funding Request Form



THE UNIVERSITY SEMINARS
at COLUMBIA UNIVERSITY

Travel Fund Request Form

To maximize our travel budget for The University Seminars community and promote involvement of local scholars, we're capping traveling guest speakers at four per academic year, per seminar group.

Priority will be given to travel fund requests with four or fewer traveling speakers submitted by June 30, 2024. Please await University Seminars approval before inviting any traveling guest speakers.

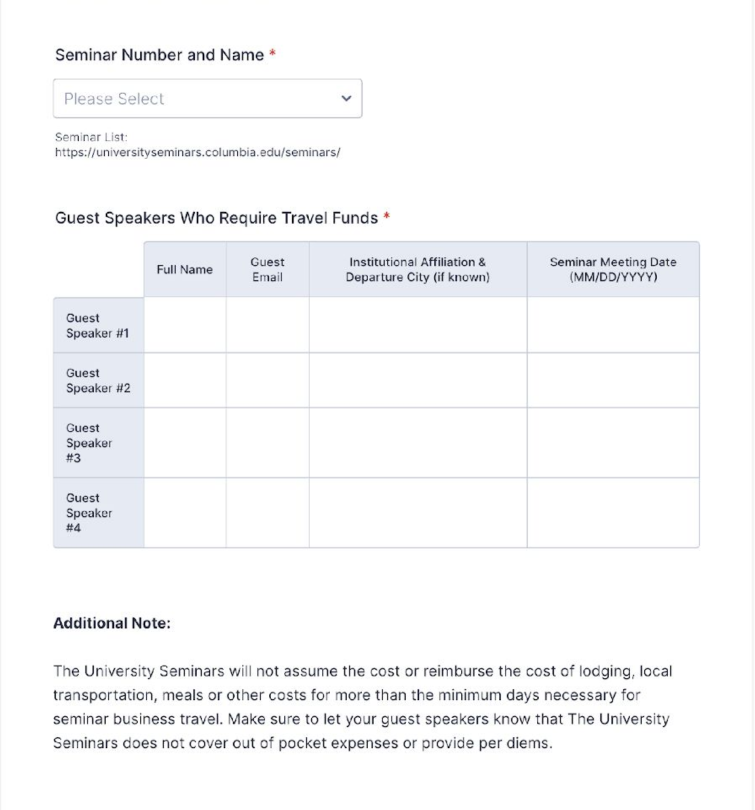
If you need more than four traveling speakers for the academic year, additional information will be requested towards the end of this form.

Seminar Details

Travel Request is for *

Please Select

Full Academic Year = September - May.



Seminar Number and Name *

Please Select

Seminar List:
https://universityseminars.columbia.edu/seminars/

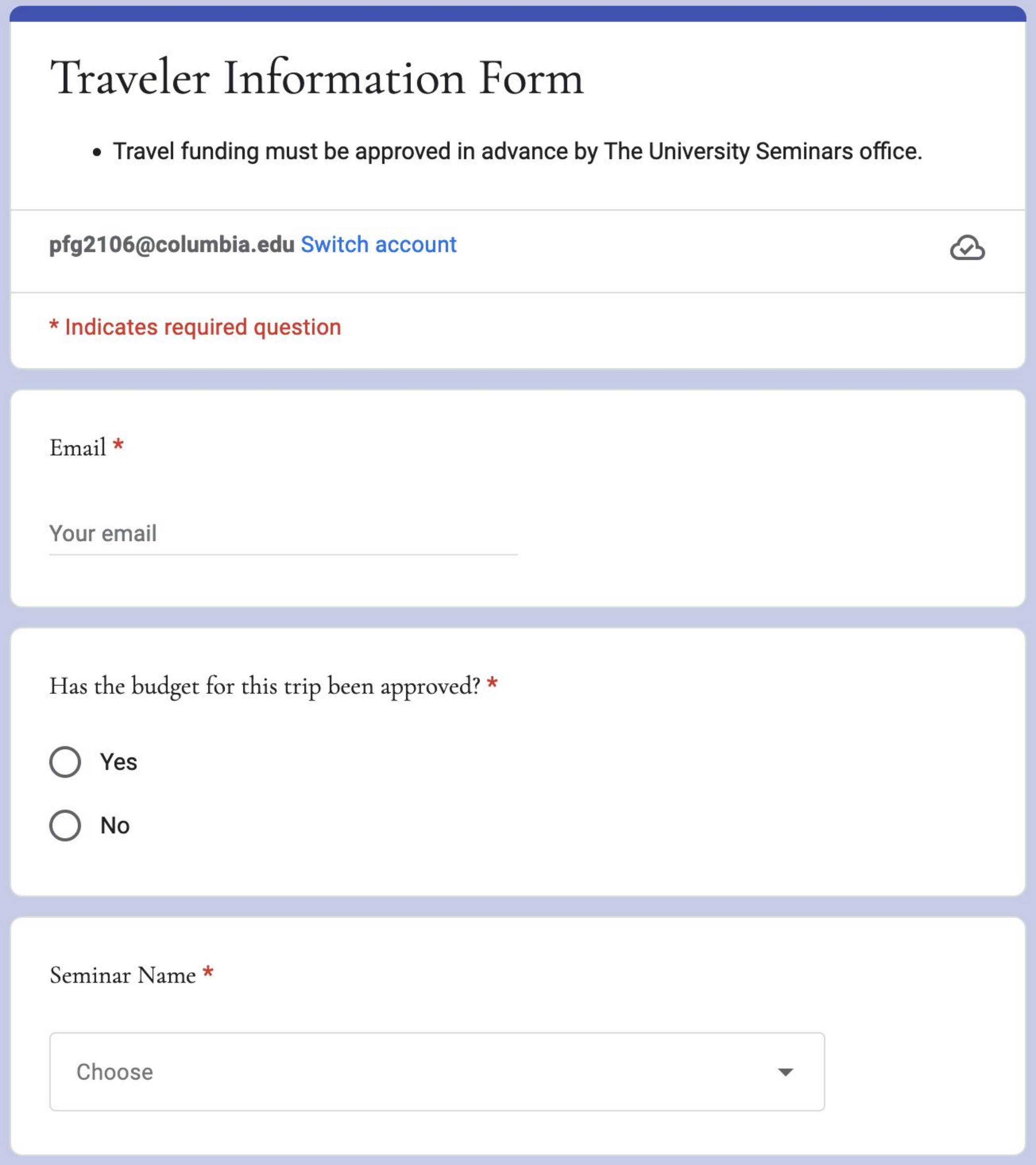
Guest Speakers Who Require Travel Funds *

	Full Name	Guest Email	Institutional Affiliation & Departure City (if known)	Seminar Meeting Date (MM/DD/YYYY)
Guest Speaker #1				
Guest Speaker #2				
Guest Speaker #3				
Guest Speaker #4				

Additional Note:

The University Seminars will not assume the cost or reimburse the cost of lodging, local transportation, meals or other costs for more than the minimum days necessary for seminar business travel. Make sure to let your guest speakers know that The University Seminars does not cover out of pocket expenses or provide per diems.

You can view full form here: https://form.jotform.com/241137852501147



Traveler Information Form

- Travel funding must be approved in advance by The University Seminars office.

pfg2106@columbia.edu Switch account

* Indicates required question

Email *

Your email

Has the budget for this trip been approved? *

○ Yes

○ No

Seminar Name *

Choose

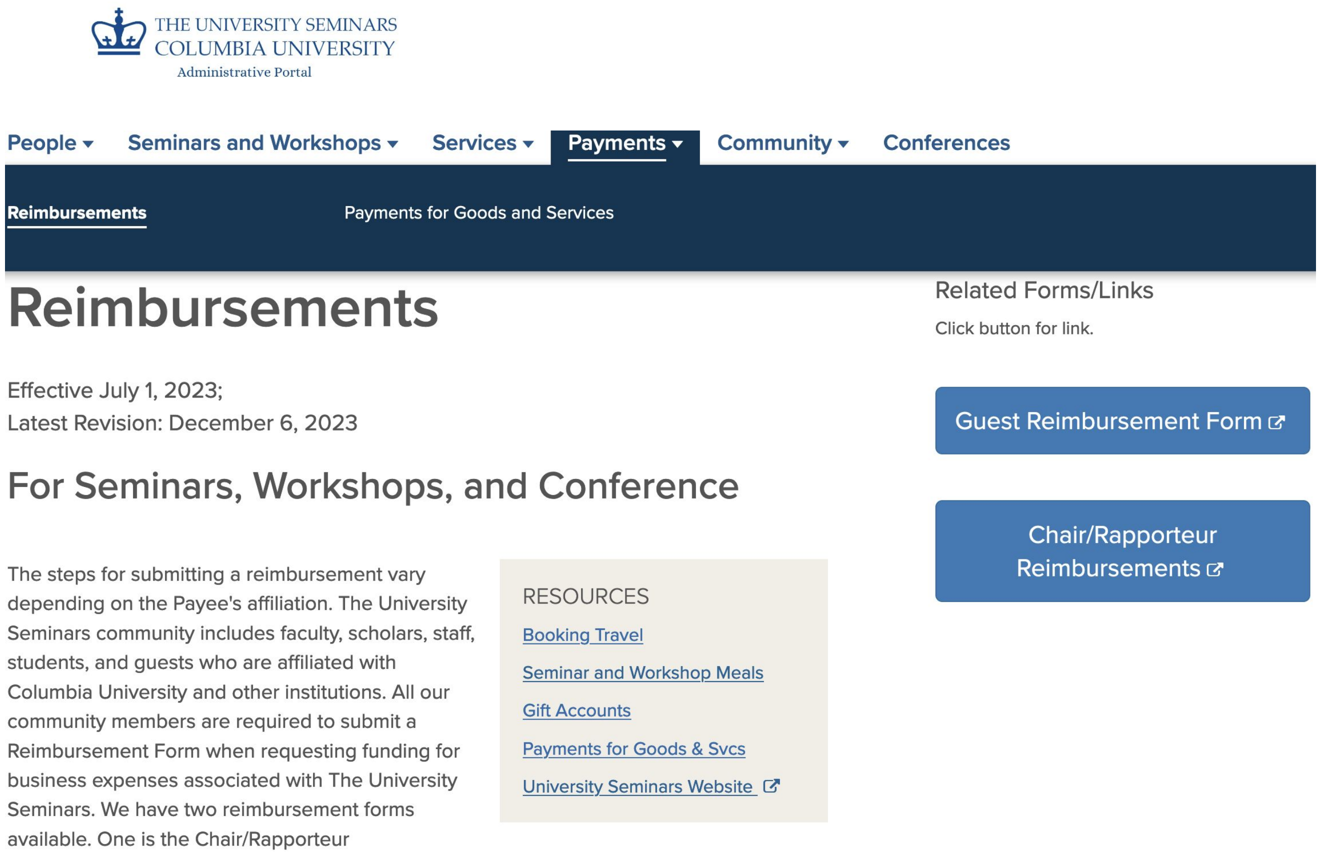
Reimbursements

IMPORTANT

Reimbursements to non-Columbia University affiliates are strongly discouraged.

Some specific federal and university regulations categorize some individuals such that they are prohibited from receiving pay of any kind, including reimbursements. Do not offer any guest a reimbursement unless you have received authorization from The University Seminars Office (univ.seminars@columbia.edu)

Reimbursements: Portal



Reimbursements

Effective July 1, 2023;
Latest Revision: December 6, 2023

For Seminars, Workshops, and Conference

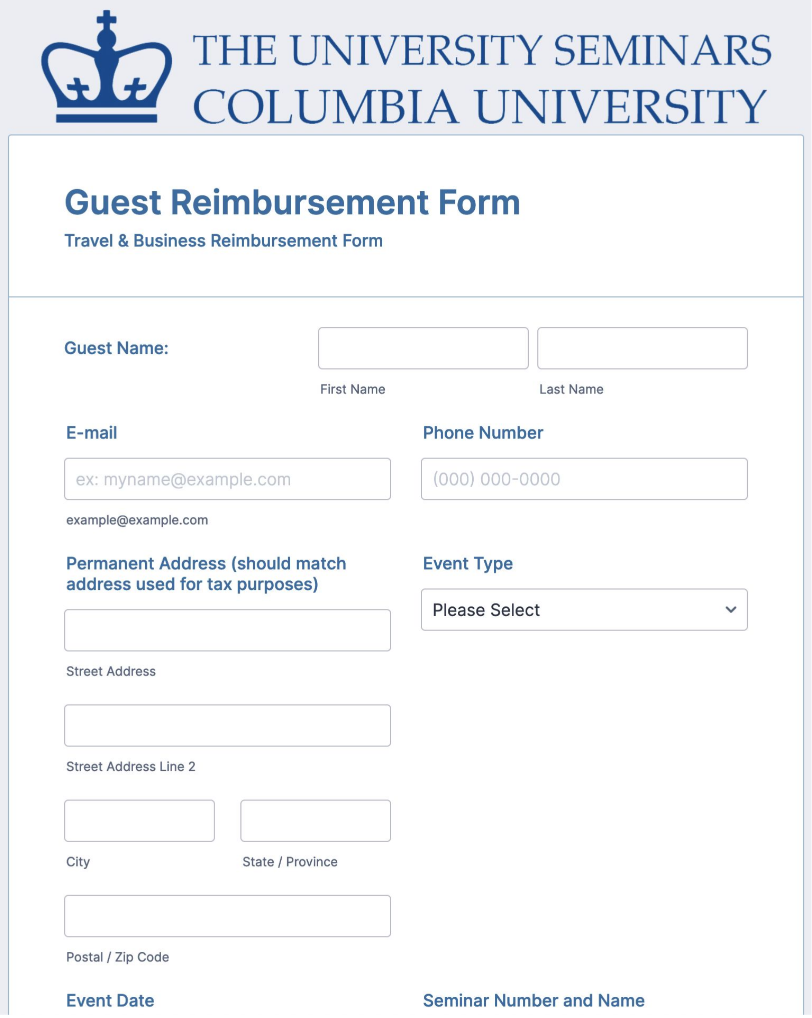
The steps for submitting a reimbursement vary depending on the Payee's affiliation. The University Seminars community includes faculty, scholars, staff, students, and guests who are affiliated with Columbia University and other institutions. All our community members are required to submit a Reimbursement Form when requesting funding for business expenses associated with The University Seminars. We have two reimbursement forms available. One is the Chair/Rapporteur

RESOURCES

- Booking Travel
- Seminar and Workshop Meals
- Gift Accounts
- Payments for Goods & Svcs
- University Seminars Website

Related Forms/Links

Click button for link.



THE UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY

Guest Reimbursement Form

Travel & Business Reimbursement Form

Guest Name:
First Name
Last Name

E-mail
ex: myname@example.com
example@example.com

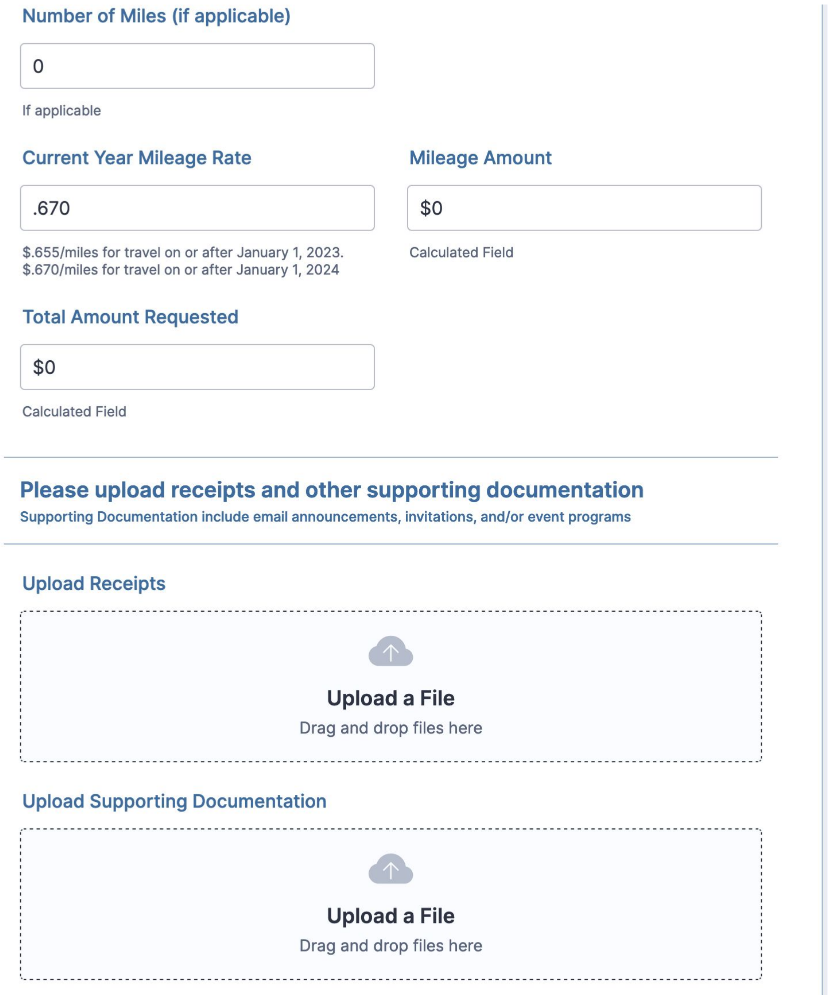
Phone Number
(000) 000-0000

Permanent Address (should match address used for tax purposes)
Street Address
Street Address Line 2
City
State / Province
Postal / Zip Code

Event Type
Please Select

Event Date

Seminar Number and Name



Number of Miles (if applicable)
0
If applicable

Current Year Mileage Rate
.670
$.655/miles for travel on or after January 1, 2023.
$.670/miles for travel on or after January 1, 2024

Mileage Amount
$0
Calculated Field

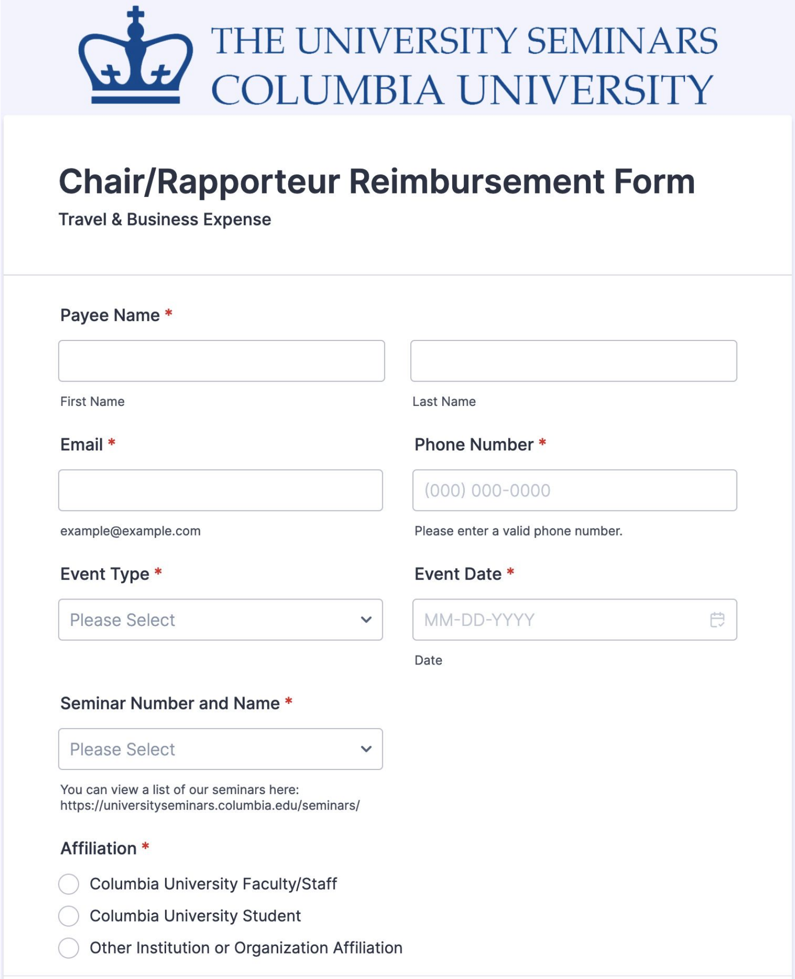
Total Amount Requested
$0
Calculated Field

Please upload receipts and other supporting documentation

Supporting Documentation include email announcements, invitations, and/or event programs

Upload Receipts

Upload Supporting Documentation



THE UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY

Chair/Rapporteur Reimbursement Form

Travel & Business Expense

Payee Name *

First Name

Last Name

Email *

example@example.com

Phone Number *

(000) 000-0000

Please enter a valid phone number.

Event Type *

Please Select

Event Date *

MM-DD-YYYY

Date

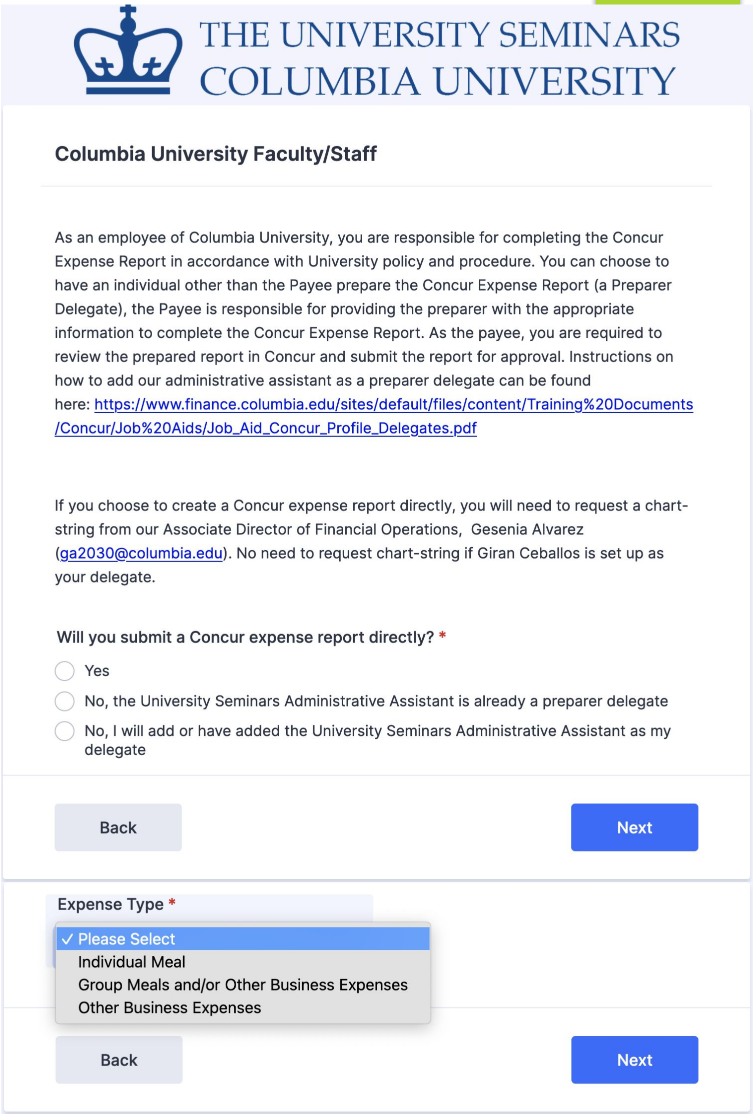
Seminar Number and Name *

Please Select

You can view a list of our seminars here: https://universityseminars.columbia.edu/seminars/

Affiliation *

○ Columbia University Faculty/Staff
○ Columbia University Student
○ Other Institution or Organization Affiliation



THE UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY

Columbia University Faculty/Staff

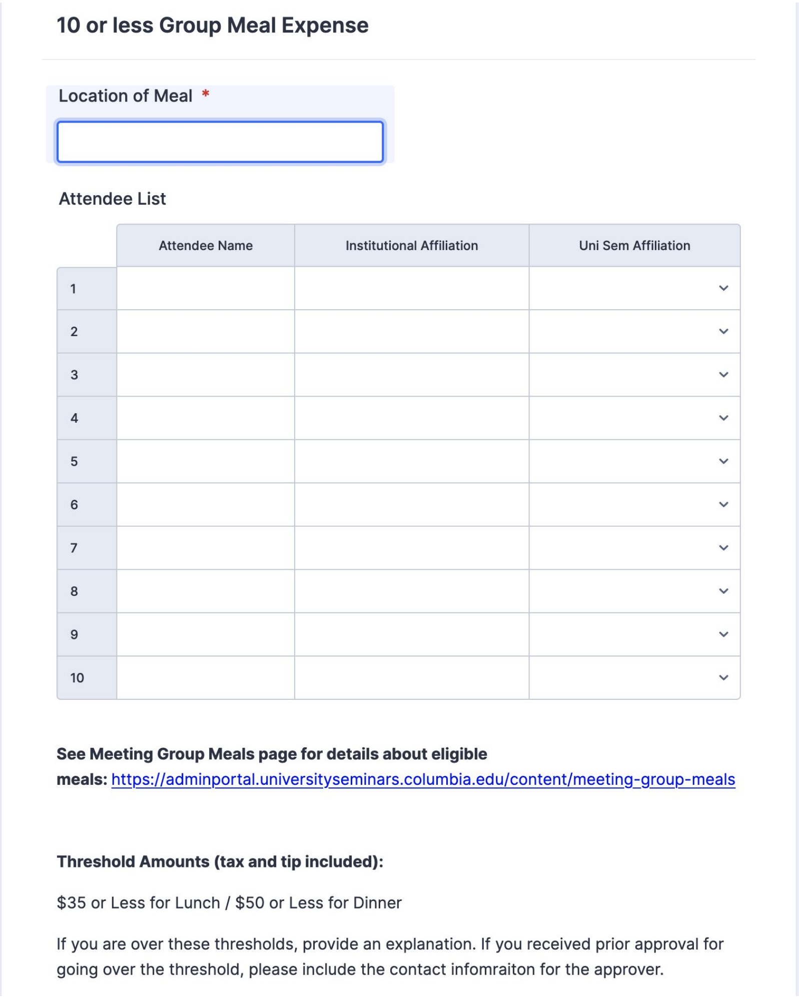
As an employee of Columbia University, you are responsible for completing the Concur Expense Report in accordance with University policy and procedure. You can choose to have an individual other than the Payee prepare the Concur Expense Report (a Preparer Delegate), the Payee is responsible for providing the preparer with the appropriate information to complete the Concur Expense Report. As the payee, you are required to review the prepared report in Concur and submit the report for approval. Instructions on how to add our administrative assistant as a preparer delegate can be found here: https://www.finance.columbia.edu/sites/default/files/content/Training%20Documents/Concur/Job%20Aids/Job_Aid_Concur_Profile_Delegates.pdf

If you choose to create a Concur expense report directly, you will need to request a chart-string from our Associate Director of Financial Operations, Gesenia Alvarez (ga2030@columbia.edu). No need to request chart-string if Giran Ceballos is set up as your delegate.

Will you submit a Concur expense report directly? *

○ Yes
○ No, the University Seminars Administrative Assistant is already a preparer delegate
○ No, I will add or have added the University Seminars Administrative Assistant as my delegate

Expense Type *



10 or less Group Meal Expense

Location of Meal *

Attendee List

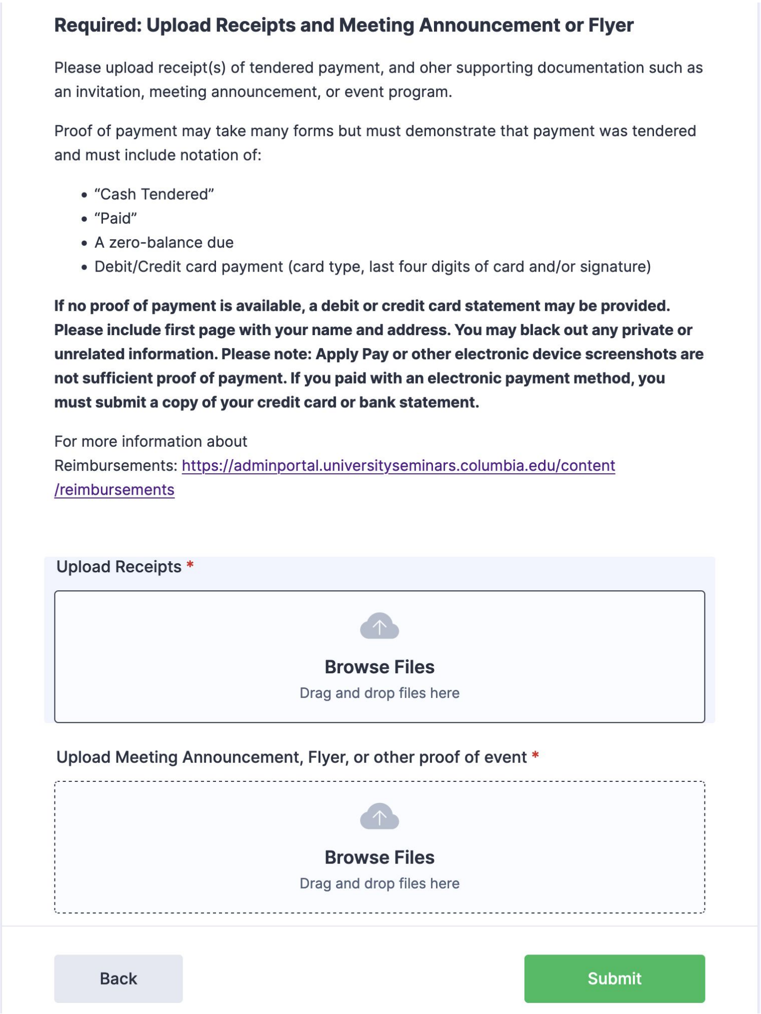
	Attendee Name	Institutional Affiliation	Uni Sem Affiliation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

See Meeting Group Meals page for details about eligible meals: https://adminportal.universityseminars.columbia.edu/content/meeting-group-meals

Threshold Amounts (tax and tip included):

$35 or Less for Lunch / $50 or Less for Dinner

If you are over these thresholds, provide an explanation. If you received prior approval for going over the threshold, please include the contact infomraiton for the approver.



Required: Upload Receipts and Meeting Announcement or Flyer

Please upload receipt(s) of tendered payment, and oher supporting documentation such as an invitation, meeting announcement, or event program.

Proof of payment may take many forms but must demonstrate that payment was tendered and must include notation of:

- “Cash Tendered”
- “Paid”
- A zero-balance due
- Debit/Credit card payment (card type, last four digits of card and/or signature)

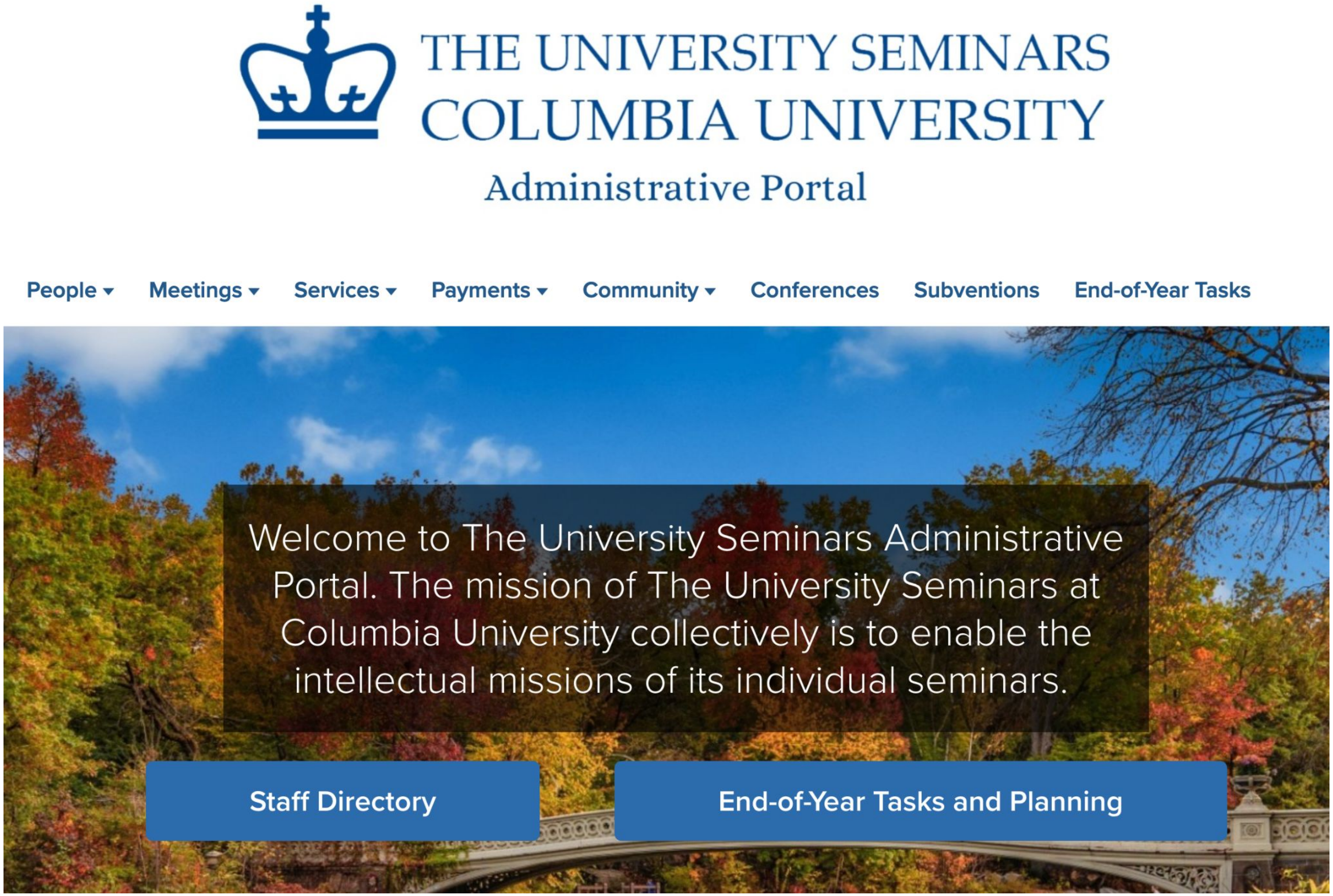
If no proof of payment is available, a debit or credit card statement may be provided. Please include first page with your name and address. You may black out any private or unrelated information. Please note: Apply Pay or other electronic device screenshots are not sufficient proof of payment. If you paid with an electronic payment method, you must submit a copy of your credit card or bank statement.

For more information about Reimbursements: https://adminportal.universityseminars.columbia.edu/content/reimbursements

Upload Receipts *

Upload Meeting Announcement, Flyer, or other proof of event *

Read through the entire Administrative Portal



THE UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY
Administrative Portal

Welcome to The University Seminars Administrative Portal. The mission of The University Seminars at Columbia University collectively is to enable the intellectual missions of its individual seminars.

Onboarding & Payroll

Onboarding

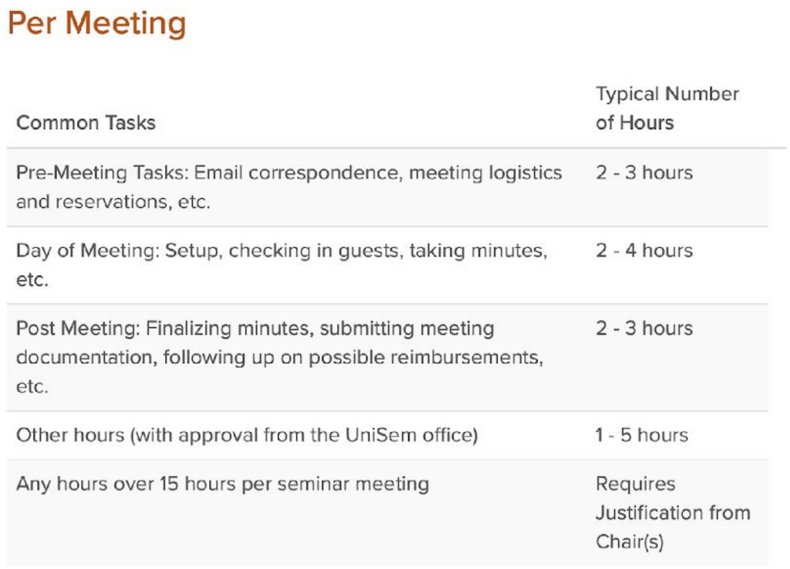
- Review the "Rapporteurs" (public) and "Onboarding, Work Hours, and Payroll Resources" (private) pages found under the "People" menu in the Administrative Portal.
- The University Seminars hiring manager is Gesenia Alvarez (ga2030@columbia.edu). Contact Gesenia directly with any onboarding or payroll questions.
- Incoming and returning rapporteurs are required to submit onboarding forms. The forms required depend on the rapporteur's current employment status and other factors.
- New and returning rapporteurs should fill out the Rapporteur Registration Form to initiate the onboarding or rehire process.
- If additional paperwork is required, rapporteurs will receive an email from Gesenia through DocuSign.
- New and returning rapporteurs will receive a confirmation email with instructions on how to report work hours from Gesenia Alvarez once the onboarding process is completed. The onboarding process can take up to a week to complete.

Reporting Work Hours

- Rapporteurs are required to submit minutes and meeting materials for each meeting. Email lists should also be uploaded. All meeting materials need to be uploaded through Submittable.
- Review the "Onboarding, Work Hours, and Payroll Resources" page found under the "People" menu in the Administrative Portal. A link to the timesheet can be found on this page.
- DO NOT COMBINE HOURS FOR DIFFERENT MEETINGS OR SEMINARS. The Rapporteur must fill out a timesheet per meeting date.
- Report hours in a timely manner. Do not wait until the end of the semester or year to submit bulk timesheets. Payroll may terminate payroll records that are more than three months inactive without warning. When this happens, Gesenia Alvarez will need to re-initiate the onboarding process.
- To receive payment for the orientation and any summer or winter break hours not related to a specific meeting, submit a separate timesheet. Select "Seminar/Workshop Prep/Admin Work" when prompted on the timesheet form.

Typical Work Hours

- Rapporteurs typically report 2.5 hours of work per week or 10-12 hours of work per meeting. If more than 15 hours of work per meeting are reported, the chair will need to submit a justification for the extra hours.



Per Meeting

Common Tasks	Typical Number of Hours
Pre-Meeting Tasks: Email correspondence, meeting logistics and reservations, etc.	2 - 3 hours
Day of Meeting: Setup, checking in guests, taking minutes, etc.	2 - 4 hours
Post Meeting: Finalizing minutes, submitting meeting documentation, following up on possible reimbursements, etc.	2 - 3 hours
Other hours (with approval from the UniSem office)	1 - 5 hours
Any hours over 15 hours per seminar meeting	Requires Justification from Chair(s)

Payroll Guidelines

- Rapporteurs should aim to report hours within two to four weeks from their last meeting if possible.
- Full-Time Columbia University graduate students may not work more than 20 hours per week in all CU positions.
- Rapporteurs who also hold student officer appointments (teaching fellows and assistants, research assistants, preceptors, readers, etc.) must disclose their work with the University Seminars with their academic or CUIMC departments. Some departments may request additional documentation, others may have limitations on work hours. If you have any questions, contact Gesenia Alvarez (ga2030@columbia.edu) for additional guidance.
- University and academic holidays must be observed. Let the office know if your chair(s) are not observing university and academics holidays.
- Changes in employment status or personal information: Notify Gesenia Alvarez. Failure to do so may result in delayed pay.
- Review the "Pay Resources" page in the CU Human Resources Website for additional guidance: https://humanresources.columbia.edu/content/pay-resources

Payment for Conference or Special Meeting or Project Work

Conferences, symposia and other special events or projects are not part of regular rapporteur duties. If you agree to perform additional work, do the following:

- Submit timesheet. Do not combine these hours with your regular meeting work. You can use the same timesheet link you use for your meeting hours. Select "Conference or Other Part-Time Work" when prompted what the timesheet is for.
- Conference Budget: The University Seminars will pay up to 20 hours of rapporteur pay for a conference from our general rapporteur budget. Additional hours will be discounted from the funds allocated to the conference.
- Note 20-Hour Restrictions for Students (as noted in previous slide).

Compensation

Pay Rates

- 1st & 2nd years of service: $25
- 3rd & subsequent years of service: $30
- Meals with the seminar are a part of your compensation (Per Person Thresholds: $35/per lunch or $50/per dinner.)

Enroll in Payroll Direct Deposit

- Payroll checks are mailed to the employee's mailing address on file.
- We highly recommend you activate a direct deposit account once your hiring paperwork is approved by Human Resources.
- Please wait for a payroll confirmation email from Gesenia Alvarez. You may enroll once you are added to the payroll system.
- Review the "Pay Resources" page in the CU Human Resources Website for additional guidance: https://humanresources.columbia.edu/content/pay-resources

Types of Compensation

- Student Officers - exempt; includes teaching fellows and assistants, research fellows and assistants, preceptors, readers, graders, and any other exempt student officer position. Payment is approved and issued as added compensation via the student's academic department's payroll system on the 15th or end of the month.
- Student Casual Employees - non-exempt; non-union, student support staff. Payment is issued via University Seminars payroll system. Multiple Job Student Casual Employees - payments may be issued by a home department other than University Seminars.
- Rapporteur will be notified of their expected pay dates through Jotform email.
- Rapporteurs may view their pay statements through https://www.my.columbia.edu. For instructions on how to view your Pay Statement. Visit the CU Human Resource website: https://humanresources.columbia.edu/content/pay-resources

International Students

- Review On-Campus Work guidelines found in the International Students and Scholars Office website:

  https://isso.columbia.edu/content/campus-work-f-and-j-students
- Your work authorization is determined by your academic program's start and end date as noted on your 1-20 form. You are not eligible to receive payment for work done past the program end date. Any changes to your student or immigration status must be reported to our office and to a new I-9 form must be completed.
- Example, if your I-20 program end date is 5/17/2017 and your next seminar meeting is scheduled for 5/15/2017, the likelihood of completing your rapporteur duties by the 17th is slight. Let us know if you think you are in danger of working past your student visa and I-20 dates so that we can make other arrangements.

Reporting
Sexual Harassment, Gender-Based Misconduct & Discrimination

Columbia University Resources

You deserve a University community free from discrimination, harassment, and gender-based misconduct including sexual harassment, sexual assault, domestic and dating violence, stalking, and sexual exploitation. It is therefore University policy to require Columbia faculty and staff to report to EOAA any instance or allegation of prohibited conduct involving any undergraduate or any graduate student that is disclosed to, observed by, or otherwise known to that employee. This requirement to report is in place to help ensure that students are provided appropriate resources and to allow the University to mitigate harm to our community.

Additionally, The University Seminars takes seriously our responsibility to our community-members, especially any student hired or associated with The University Seminars. You can find our Code of Conduct online. Our duty of care and our duty to report are not limited to our own community. It extends to everyone.

Columbia University Resources

Confidential Resources

There are confidential resources on campus who do not have a Duty to Report, including:

- Sexual Violence Response & Rape Crisis/Anti-Violence Support Center (SVR)
- Ombuds Office
- Medical Services
- University Counseling and Psychological Services
- University Pastoral Counseling
- Columbia Office of Disability Services

University employees working in a confidential capacity will not report information shared with them, in most cases.

Columbia University Resources

Columbia University has extensive resources, programming and research dedicated to responding to sexual harassment and other gender-based misconduct.

- Office for Equal Opportunity and Affirmative Action: Hub for information and resources: https://eoaa.columbia.edu/
- Student Conduct & Community Standards (SCCS): https://studentconduct.columbia.edu/
- University Life: https://universitylife.columbia.edu/
- Sexual Respect / Title IX: https://sexualrespect.columbia.edu/
- Pronouns in Use program: https://universitylife.columbia.edu/pronouns

Reporting a Complaint

1. Use CU resources: Sexual Respect / Title IX: https://sexualrespect.columbia.edu/
2. Duty to report to Student Conduct and Community Standards (SCCS): https://studentconduct.columbia.edu/
3. A SCCS member will reach out to you.

- Speaking with a member of either SCCS or EOAA, and whether you participate in the reporting is **completely optional.**
- The details of a case do not need to be disclosed in order to report. We can provide students with resources.

Other Complaints

1. All community members are subject to the Code of Conduct rules.
2. There are resources available for reporting other complaints.
3. Contact Pamela Guardia (pamela.guardia@columbia.edu) at The University Seminars Office for guidance.

Thank You and Good Luck!