

## Freshman Common Reading: Committee Member Guidelines

Note: These guidelines are meant to help committee members understand how the Common Read Selection Committee works.

### Membership:

The committee is open to CSUN students, faculty, alumni, administrators, and staff. New members can ask to join by emailing the committee chair (Cheryl Spector). Continuing members must confirm their intent to remain on the committee an additional year by responding within two weeks to the email invitation from the selection committee chair.

### Committee tasks:

1. Members agree to nominate at least one new title every other year, and to complete reading tasks as announced on the website in advance of the relevant meeting. In October 2015, the committee agreed to read a minimum of 50 pages from each of 2 nominated titles. In January 2016, that meant we read the first 50 pages of all 5 finalists. We may decide on a different requirement this year but if it is too daunting, members can just say no thanks.
2. Discussion at the selection committee meetings will focus on how well a nominated title meets our published selection criteria. Committee members should aim to express their opinions in terms of these criteria. Personalizing opinions is likely to be less helpful than expressing opinions with respect to one of the criteria (with evidence to support the opinion). But it's also okay to express doubts about a title.
3. After the final meeting, all committee members agree to serve as informal ambassadors for the winning title and for the program. Supporting the winning title helps strengthen the Common Read program. You may have voted for another finalist title you liked better; it happens. But that title did not win. Support the winner.

### Voting:

We vote by secret ballot. Each committee member's vote counts equally; no member's vote is privileged over any other member's vote.

### Tallying the votes:

1. At the first meeting (when we choose our five finalists), members will vote for their 5 top titles. The five titles with the most votes will be the five finalists for that year.
2. At the final meeting (when we choose our winner), members will vote for their top choice (one title). The title with the most votes wins.
3. Traditionally, votes are tallied by two student members of the committee.