Committee Work

- All committees have standing charges.
- The committee may be given work by the Senate President such as:
  - Reviewing documents pertaining to their charge.
  - Investigating queries from faculty.
  - Tracking an issue that the college wide governance is addressing.
- Committees should brainstorm issues that members receive from their area and see in what way the committee may resolve an issue.
- An area member may seek a committee’s help in exploring an issue through the governance process. Committee members may direct such issues to the appropriate committee for possible review. The sharing of issues improves communication amongst entities though it may not result in Senate action. Instead, the committee may communicate with appropriate entities to see if the issue can be better explored and resolved by others. In any case, a response should be sent to the faculty member in regard to their issue within 2 weeks.
- Committee members may be asked to serve on other campus or college-wide committees which are in some way related to the work of the Senate committee.
  These members should:
  - Report issues from the outside committee to their Senate committee.
  - Enlist committee help in reporting back to their areas.
  - Collect feedback from their area(s) and use it in their work with the outside committee.
- All committee members should be especially diligent in communicating information back to the faculty.

Role of Committee Chair

- Schedule 3-4 meeting dates per semester for the academic year at the end of the previous spring semester or very beginning of the fall semester.
- Submit an end of the year report to the President of the Senate.
- Attend all Senate meetings and report to the Senate, if necessary.
- Attend Governance Day in the spring semester (usually a Wednesday during common hour) to answer questions and share information to potential committee members (prepare materials in advance).
- Read and become familiar with the Faculty Senate Constitution and By-Laws.
- Be familiar with the standing charges of all Senate standing committees.
- Delegate responsibility to the committee members by setting up subcommittees for issues. Later when you write service letters for your members, such work can be specified, resulting in much better documentation for their own future dossiers (e.g. A-forms, service awards, grant work).
Serve as a voting and active member of the Executive Committee (EC), attend all meetings and make reports and recommendations to the EC at these meetings. The EC meets Wednesdays at 3:30pm (approx. 3-4 times per semester).

Committee Members

- Standing committees consist of a total of nine Senators (elected) and Representatives (appointed) from different areas.
- Representatives will serve on the committee for a term of one (1) year. The representative is eligible for reappointment at the end of the one-year term.
- Committee members not only report to their area about issues their committee is addressing, but should also actively solicit them.
- Committee members should stay attuned to issues as they develop in their areas.
- The secretary of the committee is responsible for taking the minutes of the meeting.

Senate Website

- The committee chair or secretary should submit the following to the Governance webmaster:
  - Calendar of meeting dates (submitted by the first meeting of each academic year).
  - Agenda for meetings (submitted prior to each meeting).
  - Approved minutes of committee meetings and attachments.

Meetings

- Committee meetings are open to the entire college community.
- During the last committee meeting each spring semester, the chair should present the end of the year report.

Meeting Attendance

- Senators and Representatives are responsible for attending all meetings. If a member fails to attend 2 or more meetings, the chair should report the absences to the EC. The EC can declare the seat vacant unless there is an extenuating circumstance.

Election of Committee Chair and Secretary

- During the second to last meeting each spring semester, the chair should put out a call for nominations for chair and secretary of the committee for the following year.
- During the last meeting each spring semester, the chair should conduct the election of a chair and secretary for the following year.