Senate Committees

What do committees do?
• The Senate advises on policy matters; committees have the authority to recommend changes to existing policies or draft new policies for adoption
• Receive charges from the SEC to address concerns of campus community
• Analyze issues presented in proposals
• Conduct research and consult with administrative/academic units as needed
• Make recommendations to the SEC for full Senate consideration
• Work with other committees when asked
Committee Operations

Meetings
- Committees meet 5 times per semester
- Minutes are recorded from each meeting
- Committee chair will lead the meeting

Members
- All committees are made up of appointed faculty, staff, and student volunteers
- All committees have ex-officio members representing relevant units/groups
- The committee chair is a Senator
- Terms of members are staggered
- All committees have a set quorum that must be present to conduct a vote
Committee Materials

Materials

• Meeting materials are posted 1 week in advance
• Access is restricted to members, because they are working documents and should not be shared with anyone outside of the committee until released to the Senate
• Meeting materials usually include the agenda, minutes, and any reports/documents for that particular meeting
• Reference materials related to charges or other issues may be posted on the secure webpage in individual folders
Below is a list of the committee folders and files you have access to, organized by committee and then by academic year. To open a file or save it to your computer, simply click on the filename.

You can open and close each folder by clicking on the folder name.

▼ Campus Affairs

► 2008 to 2009
► 2009 to 2010
► 2010 to 2011
► 2011 to 2012
► 2012 to 2013
► 2013 to 2014
► 2014 to 2015
► 2015 to 2016

▼ 09.02.15 Meeting

- 0.All Files Combined.pdf
- 1.Meeting_Agenda_09.02.15.pdf

► 2014-2015 Annual Report

► AED Program Charge 14-15-05
Committee Member Responsibilities

- Notify the coordinator if you are unable to attend a meeting, so that we can ensure a quorum will be present
- Review materials before each meeting
- Discuss action items during the meeting
- Make motions for specific actions, which must be seconded
- Vote on action items on the agenda by a show of hands
- Ex-Officio members report back to their unit and relay feedback to the committee
- If contacted by a *Diamondback* reporter, please refer questions to the chair

Coordinator Responsibilities

- Maintain committee listserv and membership
- Send reminder emails 1 week prior to each meeting
- Post materials for review
- Draft minutes following each meeting
- Draft reports on behalf of committee
- Conduct research
- Consult with Office of General Counsel on proposed policy changes for legal input
- Consult with Senate Leadership as needed
Coordinator Responsibilities

- Maintain committee listserv and membership
- Send reminder emails 1 week prior to each meeting
- Post materials for review
- Draft minutes following each meeting
- Draft reports on behalf of committee
- Conduct research
- Consult with Office of General Counsel on proposed policy changes for legal input
- Consult with Senate Leadership as needed
Senate Committee Orientation

**University Senate & Senate Committees**

- Meetings
  - Committee meets bi-monthly for the academic year.
  - Minutes are recorded for each meeting.
  - Committee chair will lead the meeting.

- Members
  - All committees are made up of appointed faculty, staff, and students.
  - All committees have self-appointed members representing various faculties and programs.
  - The committee chair is a tenured faculty member.
  - Terms of membership are limited to one year.

- Committee Member Responsibilities
  - Notify the committee chair if an individual is unable to attend a meeting.
  - Discuss, review, and vote on agenda items.
  - Additional committees are not appointed to committees.

**Committee Operations**

**Senate Committees**

- What is a committee?
- Rights and responsibilities of committee members.
- Procedures for running effective committee meetings.
- Decision-making processes and voting procedures.
- Role of committee in academic governance.
- Responsibilities of committee chair.

**Committee Materials**

- Committee agendas and minutes.
- Committee reports and summaries.
- Committee recommendations and decisions.
- Committee resources and information.

**Committee Membership**

- Eligibility requirements for committee membership.
- Selection process for committee members.
- Tenure and reappointment criteria.
- Committee structure and organization.

**Prezi**