

# FACULTY SENATE COMMITTEE ON UNIVERSITY COMMITTEES

## ACADEMIC YEAR 2016-17

### ANNUAL REPORT

#### MEMBERS

Gil, Daniel	AddRan
Castro-Balbi, Jesús	Fine Arts (FSEC Liaison)
Jimerson, Jo Beth	Education
Kerstetter, Todd	AddRan
Meier, William (Chair)	AddRan
Moore, Jeff	Business
Maas, Penny	Fine Arts
Chimbel, Aaron	Communication
Farmer, Billy	Science & Engineering

#### CHARGES

##### Standing charges

1. Represent interests of faculty in the structure, function, and membership of University Committees.
2. Solicit faculty preferences and nominate faculty for membership on all University committees.
3. Review university committees to determine if (1) existing committees are necessary; (2) their charge(s), memberships, and administrative oversight are appropriate; and (3) new committees are needed.
4. Annually organize and present orientation for all university committee chairs. Distribute university committee charges to chairs at orientation.
5. Establish university committee charges in consultation with FSEC, university committee chairs, and oversight authority yearly.
6. Solicit and forward to the FSEC and to the Provost annual reports from each university committee chair at the end of the academic year.

##### Special charges

1. Review the faculty survey for committee participation.
2. Explore the possibility of setting regular university committee meeting times.

3. Oversee ad hoc university committee on “TCU and the Environment: A Study of Sustainability Practices,” including monitoring charge, membership, and reporting.

## **ACTIONS**

The Committee on Committees (CoC) met on September 8 and November 10, 2016, and on March 9 and April 13, 2017. The committee also worked throughout the year via email communications.

### Standing Charges

Convened University Committee Chairs Orientation September 13, 2016 at 3:30 pm in the Zeidman Room at the BLUU. Twelve University Committee Chairs attended, as well as FSEC, and CUC members. Bill Meier chaired the discussion, introducing the chairs, explaining the role of the Committee on University Committees and its liaisons, providing documents and information regarding the responsibilities of committee chairs [see Appendix at the end of this report], and allowing time for questions and answers from the chairs.

Oversaw faculty survey of university committee preferences during the Spring 2017. Reviewed results and nominated faculty to Ms. Mary Nell Kirk, Executive Assistant to the Chancellor.

Re: the representation of faculty interests in the structure, function and membership of University committees: CUC has been aware that, because official appointment letters from the Chancellor’s office do not go out until August, faculty typically have no idea that they will be serving on a committee until after the school year has commenced. Therefore CUC continued to notify our provisional nominees that we had forwarded their names to the Chancellor’s office so that they could better plan to be active in their committee service in the fall. CUC also notified committee chairs for 2017-18 of the faculty that were nominated to their committees.

Re: Review of university committees: in the spring and early summer of 2016, Bill Meier consulted with Jesus Castro-Balbi as part of a wider review of committee charges and made numerous revisions to charges.

### Special charges

1. CUC revised the Faculty Committee Preference Survey to include options for service on the Diversity, Equity, and Inclusiveness Committee and the TCU and the Environment Committee.
2. CUC concluded that it was not practicable to establish standard university committee meeting times across campus.
3. CUC organized the charge and membership for the sustainability committee and saw its final report presented to the Senate in the spring.

### Other

Throughout the year, CUC was active in managing the charges and membership of the new committee on Diversity, Equity, and Inclusiveness. This involved recruiting chairs and members from faculty, staff, and students; drafting charges; and establishing appropriate reporting and oversight procedures. The DEI

committee reports to the Chancellor and complements the work of the Chief Inclusion Officer by providing campus-wide assessment and vision.

In spring 2017, Bill Meier worked with Jesus Castro-Balbi to recruit members to two new task forces: the Mission Statement Review Task Force and the Associate Provost and Dean for Undergraduate Studies and Inter-disciplinary Studies Task Force.

## **RECOMMENDATIONS**

Based upon CCC's review of the mid- and year-end reports I recommend the following:

1. That TCU and the Environment become a standing university committee.
2. That the Diversity, Equity, and Inclusiveness Committee become a standing university committee.
3. That the Student Media Committee be discontinued.

Respectfully submitted,

Bill Meier  
Chair, Committee on Committees  
Associate Professor  
TCU Department of History

### **APPENDIX: Materials for University Committee Chairs Orientation Memorandum on Committee Chairs' Responsibilities**

September 13, 2016

Dear Committee Chairs,

Thank you for undertaking the leadership of a University committee for 2016-17. The enclosures in this packet provide basic information about how you can call upon the Committee on University Committees (CoUC) to assist you in fulfilling a committee chair's responsibilities to the Faculty Senate. Your responsibilities include the following:

(1) Inform CoUC of any issues you would like to change about your committee, including replacement of a member, the membership's representativeness of the faculty as a whole, or a change to the charge or size of your committee.

(2) Keep minutes of each meeting and distribute them to your CoUC liaison and to the secretary of the Faculty Senate.

(3) Submit mid-year and end-of-year reports on your committee's activities to your liaison and to the chair of CoUC, Bill Meier ([w.meier@tcu.edu](mailto:w.meier@tcu.edu)). Year-end reports are due by May 1, 2017. Your report will be posted to the Provost's Web page; therefore, confidential information should be maintained by the committee and not included in the report. You can view previous year-end reports to use as templates at <http://www.provost.tcu.edu/ucreports.html>.

Year-end reports should list the dates on which you met and describe notable accomplishments during the year. Reports should also identify concerns about: the attendance and participation of your

faculty, staff, and student members; when the bulk of your work must be conducted (especially if your labors are concentrated in the summer months); and the effectiveness of your committee. *Please note that you must submit a year-end report even if you had no meetings or major issues of interest.*

Finally, maintain communication with your CoUC chair and liaison to assist in answering questions, solving problems, and dealing with membership issues throughout the year. We look forward to working with you.

Sincerely,

Bill Meier  
Chair, Committee on University Committees

[Enclosures: Frequently Asked Questions; New Committee/Change in Committee Proposal Form; Committee on Committees Liaisons for 2016-17]

#### **Frequently Asked Questions by Committee Chairs**

- 1) Whom do I contact if I have a committee member who would like to leave the committee?
  - a. If the committee member is a student: Contact Mary Nell Kirk in the Chancellor's office who will contact Student Government President
  - b. If a faculty member: Contact Mary Nell Kirk in the Chancellor's office who will contact Committee on University Committees chair of the Faculty Senate
  - c. If a staff member: Contact Mary Nell Kirk in the Chancellor's office who will contact the Committee on Committees chair of the Staff Assembly
- 2) What do I do if there is a committee member who does not attend meetings and I would like to have removed from the committee?
  - a. Discuss situation with individual and determine if they want to continue their term on the assigned committee; if not, then:
  - b. If the committee member is a student: Contact Mary Nell Kirk in the Chancellor's office who will contact Student Government President
  - c. If a faculty member: Contact your Committee on University Committees liaison
  - d. If a staff member: Contact Mary Nell Kirk in the Chancellor's office who will contact the Committee on Committees chair of the Staff Assembly
- 3) I think the committee has too few or too many members
  - a. Contact your Committee on University Committees liaison;
  - b. Obtain "New Committee Form" document to complete to submit to the Committee on University Committees (form available at <http://www.fsn.tcu.edu/coc.html>)
  - c. Committee on University Committees will submit to Faculty Senate Executive Committee for approval
- 4) Am I supposed to keep minutes of each meeting?
  - a. Yes, and send copy to the Faculty Senate Secretary for posting on the web site as well as to the Committee on University Committees Liaison

- 5) How often should meetings be held?
  - a. Depends on the work of the committee, but probably at least once a semester
- 6) What is the committee's charge?
  - a. See Faculty handbook and review Standard Operating Procedures on the Faculty Senate Web Page
- 7) Is there anything to be done at the end of the academic year?
  - a. Submit year-end reports summarizing the work and accomplishments of the committee; send reports to Committee on University Committees liaison and chair
- 8) What if I no longer want to be chair or can no longer serve for various reasons?
  - a. Identify someone on committee as your replacement based on service
  - b. Contact your Committee on University Committees liaison

### **Committee on University Committees**

#### **New Committee/ Change in Committee Proposal**

[available at <http://www.fsn.tcu.edu/coc.html>]

***Type of Action:***

- \_\_\_\_\_ **New Committee**  
\_\_\_\_\_ **Change in Existing Committee**

**Description of New Committee or Change in Existing Committee:**

**SUPPORTING EVIDENCE (including proposed membership such as number of members, representation in terms of schools, departments, gender, age, expertise, etc.):**

ADDITIONAL RESOURCES REQUIRED (such as space, equipment, etc.):

**Submitted by:**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved 5-15-07

**Committee on University Committees Liaisons**

2016-17

[n.b. The full membership rosters for University Committees are always available in the TCU Faculty Handbook]

Jesus Castro-Balbi

- Intercollegiate Athletics [Chair: Bob Leone] – *new charge*

Dan Gil

- Library [Chair: Susan Ramirez] – *new charge*
- Evaluation [Chair: Caitlin Dodd] – *new charge*
- Research and Creative Activities [Chair: Carol Thompson]

Jo Beth Jimerson

- Environmental Health and Safety [Chair: Lisa Vanderlinden]
- Traffic [Chair: Scott Nollet]
- University Court [Chair: Kathy Cavins-Tull]

Todd Kerstetter

- Technology Committee [Chair: Ben Janesko]
- Instructional Development [Chair: Naomi Ekas]
- Undergraduate Admissions and Retention [Chair: Ralph Carter]

Jeff Moore

- Budget Advisory Committee [Chair: Ted Legatski] – *new charge was rejected*
- University Compensation Advisory [Chair: Jan Quesada]
- Academic Appeals [Chair: Greg Friedman]

Penny Maas

- Mediators [Chair: Melissa Schroeder] – *new charge*
- Compliance and Affirmative Action [Chair: Teresa Hendrix] – *new charge*
- Student Conduct and Grievance [Chair: Lynn Flahive]

Billy Farmer

- Student Media [Chair: Theresa Gaul] – *new charge*
- Scholarships and Financial Aid [Chair: Martin Blessinger]
- Student Organizations [Chair: Susan Kleiser]

Bill Meier

- Ad hoc committee on sustainability [Chair: Mike Slattery]