**FACULTY SENATE COMMITTEE ON UNIVERSITY COMMITTEES**

**COMMITTEE ON UNIVERSITY COMMITTEES**

**ACADEMIC YEAR 2017-18**

**ANNUAL REPORT**

**MEMBERS**

|  |  |
| --- | --- |
| Pinon, Santiago | AddRan |
| Castro-Balbi, Jesús  | Fine Arts (FSEC Liaison) |
| Sherrod, Melissa | Nursing |  |  |
| Meier, William (Chair) | AddRan |  |  |
| Moore, Jeff | Business  |  |  |
| Maas, Penny | Fine Arts |  |  |
| Chimbel, Aaron | Fine Arts |  |  |
| Hokayem, Hayat | Education |  |  |
|  |  |  |  |

**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 (l) 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.

**ACTIONS**

The Committee on Committees (CoC) met on September 12, 2017, and on April 12, 2018. The committee also worked throughout the year via email communications.

Standing Charges

Convened University Committee Chairs Orientation September 12, 2017 at 3:30 pm at the BLUU. Eight 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 2018. 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 2018-19 of the faculty that were nominated to their committees.

**RECOMMENDATIONS**

No recommendations at this time.

Respectfully submitted,

Bill Meier

Chair, Committee on Committees