

End of Year Report for the Committee on University Committees

Members: Hayat Hokayem (Chair), Art Busbey, Chris Sawyer, Michele Meitl, Dennis Leddis, Penny Maas, Patricia Walters, Jason Helms (Replacing Dan Gil who was on sabbatical for the year), Patricia Walters, Santiago Pinon Jr., Ted Legatski (FSEC Liaison).

Standing charges

1. Represent interests of faculty in the structure, function, and membership of University Committees.
[*What this means:* ensure that faculty voices are strongly represented and heard on all committees; ensure that you provide a good balance of faculty from across campus units, from across stages in their careers, and across gender and race on each committee; ensure that faculty time is not wasted on idle committees.]
2. Solicit faculty preferences and nominate faculty for membership on all University committees.
[*What this means:* distribute the Faculty University Committee Preference Survey in March, gather the results, and use them to nominate faculty to serve three-year terms in vacant seats on 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.
[*What this means:* Communicate effectively with committee chairs via the fall orientation, mid-year reports, and year-end reports to supervise how committees are working (or are not working), and how effectively they are working with their oversight officer (usually Provost or VCs)]
4. Annually organize and present orientation for all university committee chairs. Distribute university committee charges to chairs at orientation.
[*What this means:* Organize the University Committee Chair Orientation to meet in September. All committee charges are printed in the Faculty Handbook.]
5. Establish university committee charges in consultation with FSEC, university committee chairs, and oversight authority yearly.
[*What this means:* Attend the August meeting with FSEC to discuss committee charges, and use the orientation, mid- and year-end reports to see if committees are fulfilling their charges.]
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.

During the Fall 2018, we met once in September 11 for t Chairs of university committees present (James Petrovitch, Sue Anderson and Aesha John, David Grant, Becky Johnson, Julie Fry, Susan Kleiser, Ted Legatski) Many other chairs emailed Hayat Hokayem that they couldn't make it due to other conflicting meetings.

Hayat Hokayem convened the meeting at 3:30 by welcoming everyone, distributing the memorandum on committee chairs' responsibilities, and presenting the agenda. The agenda included introductions of CUC members, introductions of the university committee chairs and co-chairs, learning more about each committee charges and plan of the year, sharing the CUC expectations and asking any questions or comments. The orientation materials are found at the end of this report.

After introductions the chairs of university committees present talked about their charges and questions from the audience were answered satisfactorily. After that, Hayat Hokayem shared the expected chairs' responsibilities to the faculty senate which were included on p 1 of the memorandum below summarized as: (1- inform CUC of any issues that require change, keep minutes of the meetings, submit mid-term and end of year reports). She also went over the frequently asked questions on p. 2 of the memorandum below.

Susan Kleiser, chair of student organizations committee shared her concern that her committee has been inactive for a couple of years, and that they do not meet often. She explained that they do not deal with sororities and so her committee has not had any issues to solve for at least two years.

Becky Johnson said that her committee is new , and that she will reach out to the CUC liaison when needed.

The chairs of university committees left, and members of the CUC continued to meet as a committee. They discussed whether there is need to dissolve the student organization committee. The committee decided that the chair will ask the liaison (Santiago Pinnino) to gather more information before the committee as a whole takes any decisions.

The committee agreed that they will communicate by email for the next two months with updates. If however, issues arise that require a meeting, the chair will hold a meeting.

For October, 2018, and November 2018, there were no new issues arising so the committee did not meet.

During the Spring of 2019, the committee met on February 14 with following members present: Hayat Hokayem (Chair), Art Busbey, Chris Sawyer, Michelle Meitl, Dennis Ledis.

Hayat presented the agenda of the meeting on a ppt and distributed a hard copy of the agenda:

- 1- Hayat presented the survey questions that will go to all TCU full time faculty by the end of February 2019. These questions were on qualtrics (available upon request), and the committee went over the questions, approved them and made the necessary minor revisions.
- 2- Assigning faculty to university committee is one of the main functions of CUC, so the committee agreed that the survey will be sent to TCU full time faculty only. The TCU full time faculty list includes professors, professors of professional practice, and instructors. Hayat said that she will email Jenny Dick at HR to inform her of this decision.
- 3- Hayat also discussed that the committee should send the chairs of university committee an email to ask them whether they would like to remain chairs, and who they would recommend in case they are stepping down. The committee reviewed the questions and approved them. (Questions available upon request).
- 4- The committee also agreed with Hayat that our plan of action is to send the qualtrics at the end of February and then meet in April to assign faculty members to the different committees.
- 5- The committee spent some time discussing the student organization committee. In a previous meeting, the chair of student organization committee Susan Kleiser mentioned that her committee has been inactive for years. Hayat had emailed her to ask if the committee should be dissolved and Susan Kleiser emailed back saying that they have not met in the past years. Her end of year report for the past two years that she had sent to Hayat confirmed that. When replying to a question of what would the university miss if this committee were dissolved, Susan Kleiser wrote **“The university would not have an appeals board for Student Organizations which is an important part of due process. (A different group could serve in this role, I could imagine, given how little the committee is used, as long as there is an opportunity for due process.)”**, The CUC discussed what we could do with this committee. Hayat emailed the chair of executive committee (Greg Stephens) about the concerns with this committee with our recommendation that this committee could be dissolved, and any appeals process (if any) could be handed on to the student conduct and grievance committee. The committee has not heard back from the executive committee.

April 24, 2019

The committee met with the following present: Ted Lagatski, Art Busbey, Penny Maas, Michele Meitl, Dennis Leddis, Hayat Hokayem (chair). We spent over two hour discussing the names to fill the positions who are rotating off. The names are listed below.

Hayat and other committee members had contacted the chairs of university committees who are rotating off for any recommendations for the chair, and Hayat shared those with the committee. Hayat also shared with the committee the several requests from chairs or professors across the university asking to be place in a certain committee or requesting certain names. The committee unanimously decided that we need to look that those who filled the excel first to be able to

recommend names in an equitable manner. The committee reiterated that recommendations is not part of the chairs' job.

Hayat shared an email from Sean Atkins who would like to start a new committee for next year. Ted asked Hayat to fw the email and Hayat did. Ted mentioned that this should go the governance or executive committee first.

The committee discussed improving the survey for next year by”

- 1- Adding Entrepreneurship and Innovation department in Neely school of business
- 2- Adding the Medical school as a college and checking any overlaps for some professors
- 3- Revising the questions which said “How many years have you served?” and “Which committee are you currently in” so that they are shown in different columns in the excel. This will make the excel more clear to navigate.
- 4- Art mentioned that in the email sent to TCU faculty, we could ask the faculty not to send emails for special requests.

The committee of university committees has taken into consideration the faculty requests, the different constituents, and the diversity that should be preserved to recommend the following:

Recommendations for various committees from the committee on university committees.
(April 2019)

- 1- **Academic Appeals:** Donna Ernst (HARRIS), Michael Buckhman (MUSIC), Jay Ryu (Interior Design and Fashion), Brie Diamond (ADD RAN), Becky Bittle (College of science and Engineering), Laurel Lynch (Harris)
- 2- **Budget Advisory Committee:** Yuan Lu (MUSIC). William Wempe finishes his term in 2019 but this position is ACCT so it is appointed by the Chancellor, not us.
- 3- **Compliance and affirmative** (No one finishes his/her term this spring)
- 4- **DEI:** Patricia Walters (Neely), Lynn Jackson (Harris), German Guitierrez (MUSIC)
- 5- **Environmental Health and Safety:** Gina Alexander (from Harris is moved to chair this committee), Anne Vanbeber (Science and Engineering) as a new member.
- 6- **Evaluation:** Amber Heck (Medical School)
- 7- **Instructional Development:** Michele Meitl (Add Ran), Kristi Argenbright (Science and Engineering).

- 8- **Intercollegiate Athletics:** Gene Smith (History), Shugofa Dasteeger (Comm), Ben Timson (Harris), William (Bill) Wempe (Neely)
- 9- **Library:** BingYan Wei (Science and Engineering), Scott Langston (Add Ran; Religion)
- 10- **Mediators:** Paul King (Communication), Greg Stephens (Neely)
- 11- **Research and Creative Activities:** Emily Lund will be moved to chair the committee, James Petrovitch will be (Past Co-chair until 2020), then we recommend Amber Esping (College of Education) as a new member for a 3 year term 2019-2022.
- 12- **Scholarships and Financial Aid:** Marcella Stark (College of Education) as the new chair 2019-2022, Martin Blessinger keeping as member for new term (2019-2022), a new member will be Laurie Wood from Neely replacing outgoing member
- 13- **Student Conduct and Grievance:** Efton Park (Mathematics)
- 14- **Student Organizations:** Renew Susan Kleiser for a new term 2019-2022, and add Murrell Horton (Theatre) as a new member replacing outgoing member.
- 15- **TCU Sustainability:** Gina Hill (Science and Engineering)
- 16- **Technology:** Richard (Curby) Alexander moved to chair, Leslie Zimpleman (Harris), Igor Pokhorenkov (Mathematics), Guangyan Chen (Add Ran), Tristan Decker (Theater), Peter Frinchaboy (Physics).
- 17- **Traffic Regulations and Appeals:** Penny Maas co-chair (Theater) and Michael Skinner moved to co-chair (Theater), Mary Twis (Harris), John Harris (Ad Ran), Amy Stewart (Music), John Switzer (College of Education).
- 18- **Undergraduate admissions and retentions:** Jill Havens moved to chair, Sohyn Lee (Add Ran), Jesus Castro-Balbi (Music)
- 19- **University Compensation Advisory:** term expires Dec 31, so the recommendations happen in Dec 2019.
- 20- **University Court:** Michele Meitl (Add Ran).

Orientation Material Distributed to the Charis in Sep 2019

Memorandum on Committee Chairs' Responsibilities

September 13, 2018

Dear Committee Chairs,

Thank you for undertaking the leadership of a University committee for 2017-18. The enclosures in this packet provide basic information about how you can call upon the Committee on University Committees (CUC) to assist you in fulfilling a committee chair's responsibilities to the Faculty Senate. Your responsibilities include the following:

(1) Inform CUC 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 CUC 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 CUC, Hayat Hokayem (h.hokayem@tcu.edu). Year-end reports are due by May 1, 2019. 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 CUC 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,

Hayat Hokayem

Chair, Committee on University Committees

[Enclosures: Frequently Asked Questions; New Committee/Change in Committee Proposal Form; Committee on Committees Liaisons for 2018-19; Committee Charges]

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 the 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

2018-19

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

Michele Meitl and Jason Helms

- Intercollegiate Athletics [Chair: Bob Leone]
- Library [Chair: Zackary Hawley]
- Sustainability [Chair: Becky Johnson]

Chris Sawyer

- Scholarships and Financial Aid [Chair: Martin Blessinger]
- Evaluation [Chair: David Grant]

Santiago Pinon Jr.

- Research and Creative Activities [Chair: James Petrovitch]
- Student Organizations [Chair: Susan Kleiser]

Pat Walters

- Environmental Health and Safety [Chair: Lisa Vanderlinden]

- Traffic [Chair: Scott Nollet]
- University Court [Chair: Kathy Cavins-Tull]

Dennis Ledis

- Technology Committee [Chair: Ben Janesko]
- Instructional Development [Chair: Sue Anderson and Aesha John]
- Undergraduate Admissions and Retention [Chair: Shannon Shipp]

Art Busby

- Budget Advisory Committee [Chair: Clark Jones and Chris Hightower]
- University Compensation Advisory [Chair: Ted Legatski and Rodney Baker]
- Academic Appeals [Chair: Greg Friedman]

Penny Maas

- Mediators [Chair: Melissa Schroeder]
- Compliance and Affirmative Action [Chair: Julie Fry]
- Student Conduct and Grievance [Chair: Lynn Flahive]

Hayat Hokayem

- Diversity, Equity, and Inclusiveness Committee [Co-chairs: Karen Steele and Aisha Torrey-Sawyer]

Committee Charges for AY 2018-19

Academic Appeals. The Academic Appeals Committee serves as an appellate body for all academic matters except instances of academic misconduct. Particular committee responsibilities include appeals of assigned grades and program dismissals. Such appeals may be brought to the committee only after regular department and college channels of appeal have been exhausted. The committee's decision is binding unless any party appeals to the Provost/Vice Chancellor for Academic Affairs.

Budget Advisory Committee. Advises the Vice Chancellor for Finance and Administration on the annual operating budget as it is being developed. Makes recommendations for the allocation of resources based on its sense of institutional priorities, centrality to the institutional mission, and long-term planning goals of the University.

Compliance and Affirmative Action. Consults with and advises the chief compliance officer, the affirmative action officer, the head of human resources and the Student Relations Committee of

the Faculty Senate regarding efforts to comply with federal legislation related to equal opportunity in employment and program access.

Diversity, Equity, and Inclusiveness. Coordinate all existing and future initiatives regarding diversity, equity, and inclusiveness on campus. Construct the committee's own vision for diversity, equity, and inclusiveness that represents the entire campus community, and make recommendations to the Chancellor based on this vision.

Environmental Health and Safety. Consults with the Vice Chancellor for Finance and Administration regarding environmental health and safety issues that affect the University. Identifies and addresses potential risk exposures within the University and offers direction on how to address these exposures.

Evaluation. Studies and recommends changes in procedures for student evaluation of faculty. The committee annually reviews the forms, the mechanics of distribution, and the method of tabulating results.

Instructional Development. Receives applications from the faculty for financial support for the improvement of teaching methods or for general enrichment of teaching.

Intercollegiate Athletics. This committee is a formal means of communication between the athletic department, the faculty, the student body and the administration. The Committee's primary focus is on academic matters and student-athlete well-being. The Committee maintains ongoing communication with the athletics director and with the liaison from the Academic Excellence Committee of the Faculty Senate. The Committee's primary focus is on academic matters and student-athlete well-being. The Committee will seek information from appropriate officials regarding current developments related to student-athletes' academic concerns and well-being including financial responsibility/budget allocation, facilities, resources and compliance with NCAA rules and regulations. The Committee will provide an oversight role, as well as an advocacy role, as a voice for student athletes if questions are raised by the Faculty Senate or Student Affairs. The Committee will make recommendations to the appropriate University unit regarding suggested changes in policies or programs.

Library. Studies library needs in light of academic programs and advises the University Librarian on matters of policy, development of resources and optimal ways of integrating library programs with other academic activities.

Mediators. The mediators committee is an advisory committee to facilitate the work of all the qualified mediators in the University, both faculty and staff, as they carry out their functions as specified in the following policies: Conflict Resolution Policy for Staff – 10/1/2000, Conflict Resolution Policy for Faculty – 5/24/2005, and Faculty Appeal Policy – 4/1/2010. (These policies can be found in the *Handbook*.) The committee, composed of qualified mediators in the University, will consult with the director of Human Resources to review processes/procedures, discuss the future handling of conflict mediation on campus, and explore the possibility of appointing an ombudsperson for mediation.

Research and Creative Activities. Advises the Associate Vice Chancellor for Academic Affairs on funding of faculty research grants.

Scholarships and Financial Aid. Advises the Director of Scholarships and Student Financial Aid on matters relating to financial aid for students. Serves as an advisory body that reviews and evaluates student appeals concerning financial aid eligibility.

Student Conduct and Grievance. Hears disciplinary cases referred by the Student Affairs Office or appealed by students, and grievance cases brought to it by students when such cases do not fall within the jurisdiction of other quasi-judicial committees. Individuals are expected to resolve grievances informally, whenever possible, before appealing to this committee. Considers matters of policy on problems referred by Student Affairs staff and investigates problems called to its attention by faculty and others in areas of student conduct, other than academic.

Student Organizations. Works with members of the Student Affairs staff in matters concerning formation and operation of all student groups. The committee determines policy for these groups and hears cases of rules infractions.

Technology. Reviews policies and procedures related to the application of computer and telecommunications technologies to instruction, research, advising and administrative functions by students, faculty and staff. Additionally, the committee monitors trends in computing and telecommunications pertinent to the educational enterprise. Furthermore, they may be called upon to review and make recommendations concerning computer and telecommunications equipment acquisition as well as staffing and training needs.

Sustainability. Monitors the development and implementation of University's sustainability policy and designs mechanisms through which the University's sustainability performance and practices can be made known to the university committee.

Traffic Regulations and Appeals. Hears appeals concerning present traffic violations and makes recommendations to the administration regarding traffic policies and campus parking. The administration consults with the traffic committee in a timely manner regarding the implementation of changes in traffic policies.

Undergraduate Admissions and Retention. Annually reviews undergraduate admission, enrollment, and retention statistics. Facilitates communication between the Office of Admission and other members of the University community, including the Faculty Senate.

University Compensation Advisory. Considers issues and questions raised by the committee and advised the administration on policies and procedures relating to retirement, health insurance and other faculty/staff benefits.

University Court. Has authority to hear appeals from quasi-judicial committees listed in the Judicial System document provided the dispute involves an alleged violation of the Bill of Student Rights and/or the court of original jurisdiction made procedural errors, etc.