

**Report from the Joint Meeting of the
Personnel Policies Committee and the Committee on Committees
For the FS Meeting of 2-17-2016**

RE: Review and revision of the university committee structure and the relevant portions of the APPM

Met on Wednesday, February 10 from 3:00 to 5:00 in the GCB 118

Members Present: Martin Bressler, Patrick Schoettmer, Diane Dixon, Chris Moretti, Dan Althoff, Steven Emge, Tom Harvey, William Fridley

Members Absent: Blythe Duell, Hal Poovey, George Jacox

This was the second working meeting for this joint committee project. Senator Fridley projected the Word document of the APPM onto a screen and senators engaged in two hours of collective editing and wordsmithing. Edits were completed for APPM 3.4 (Operational Guidelines for Committees). At the previous meeting (1-27-2016) edits were completed for APPM sections 3.3.2 and 3.3.3. A draft of the edits completed in the first two meetings is included below.

Edits completed by the Personnel Policies Committee and the Committee on Committees at their joint meeting on Wednesday, January 27, 2016

3.3.2 Senate Oversight of General Faculty Committees and Councils

The Faculty Senate is the official representative body of the faculty of Southeastern Oklahoma State University. The Faculty Senate shall ensure that appropriate consideration be given to faculty concerns during the revision of department, school, or University's mission statements and goals or modification of University policies. The Faculty Senate is empowered to present the position of the faculty concerning the policies affecting the faculty and University to the appropriate committee, administrative office, or board. The Faculty Senate also shall promote the development of professional standards and scholarship within the faculty and University.

The Faculty Senate's oversight functions apply to all the committees and councils listed in 3.3.3 and includes the authority to:

- Assign charges and responsibilities
- Define and ensure a formal reporting process
- Define membership, and as appropriate appoint committee members
- Modify function statements as needed
- Review and make modifications in areas that directly affect the primary work of the faculty such as curriculum matters
- Create, dissolve, and restructure committees

The Faculty Senate's Committee on Committees serves as the originating body for recommendations concerning appointments to, creation of, and dissolution of committees. The Faculty Senate must approve all recommendations before they take effect.

[Figure A.](#)

Commented [w1]: Hyperlink has been added. We will review and revise this chart.

3.3.3 Committee Definitions

1. Faculty Senate Committees

The memberships of these committees consist of faculty senators. These committees report directly to the Faculty Senate. The functions and memberships of these committees are described in the Faculty Senate Constitution. The list of these committees is as follows:

- Budget Committee
- Committee on Committees
- Executive Committee
- Personnel Policies Committee
- Planning Committee
- University Affairs Committee

2. General Faculty Committees

The Faculty Senate assigns the following General Faculty Committees their responsibilities. The membership and functions of these committees are described in Section 3.5.

- [Academic Appeals Committee](#)
- **Bachelor of Science in Liberal and Applied Studies Coordinating Committee**
- [Campus Sustainability Committee](#)
- [Curriculum Committee](#)
- [Faculty Appellate Committee](#)
- [Faculty Grievance Committee](#)
- [Honors Committee](#)
- [Institutional Animal Care and Use Committee](#)
- [Institutional Assessment Committee](#)
- [Institutional Review Board](#)
- [Library Committee](#)
- [Organized Research and Program Review Committee](#)

3. General Faculty Councils

Composed primarily of faculty, General Faculty Councils also include select administrators as ex-officio and non-voting members. The membership and functions of these councils are described in Section 3.5. The list of these councils is as follows:

- [Academic Council](#)
- [Distance Education Council](#)
- [General Education Council](#)

- [Graduate Council](#)
- [Teacher Education Council](#)

Note: the Administrative Council is an entity whose membership, function, and operation are not overseen by the Faculty Senate.

4. Ad Hoc Committees--Faculty Representation on Ad Hoc Committees, Task Forces, and Teams

At times, there is a need to appoint ad hoc committees, teams, or task forces to perform short-term special assignments. These committees may need to have a different composition (e.g., representation from all divisions of the university, and/or expertise not found on standing committees) and/or an assignment that does not fall within the functions of one of the existing committees. Ad hoc committees with significant faculty representation are typically created by the university President or by the Chair of the Faculty Senate.

These guidelines should be followed regarding ad hoc committees with significant faculty representation:

- The President will work with the Faculty Senate to ensure the ad hoc committee does not usurp the responsibilities of an existing committee.
- These committees should be of limited duration and have specific charges.
- These committees will be given access to information and data that are needed to effectively perform their charges.
- The composition, charges, processes, and findings of these committees will be clearly publicized and made available to the university community.
- Attention and due consideration will be given to the workloads and time demands on the participants of these committees, and where possible should be voluntary.
- Should it be determined that the charges and work of an ad hoc committee need to be extended, the term will be limited to an additional year.
- Exceptions to these guidelines should be specified in the formation of the committee.

Edits completed by the Personnel Policies Committee and the Committee on Committees at their joint meeting on Wednesday, February 10, 2016

3.4 General Faculty Committees

Operational Guidelines for Committees

1. An individual may serve as a voting member on no more than three general faculty committees and councils.
2. A quorum will be defined as fifty percent of the voting membership of the committee plus one person, or a majority of the voting members.* **(for further consideration)**
3. If a member cannot make a meeting he/she is allowed to send an unrestricted proxy to the meeting to act on his/her behalf. An *unrestricted proxy* is defined as someone who is temporarily invested with the rights and responsibilities of committee membership. A

committee member may serve as a proxy for another committee member. The proxy shall not count toward a quorum or majority.* **(for further consideration)**

4. Each committee will schedule at least one meeting during the academic year.
5. Student participation, where appropriate, will be sought and encouraged.
6. Complete minutes of each committee meeting are to be filed with the Archivist for posting on the Senate website. Minutes will include but are not limited to the following: date, time, members present and absent, guests, agenda, motions and votes. Documents considered at the meeting may be included.
7. It is the responsibility of the committee chair to submit a year-end report to the Faculty Senate Archivist. The report will include the dates of the year's meetings, and the recommended charges for next year's committee.
8. Unless otherwise stipulated, when a vacancy occurs, the Faculty Senate will be notified by the committee chair and the vacancy will be filled in the same manner as the position was originally filled.
9. A list of all general faculty committees and councils, and their current membership will be posted on the Faculty Senate website by the Archivist.
10. Terms of membership on all committees will be based on the academic year calendar.
11. By May of each academic year, current members of general faculty committees and councils will elect a faculty chair to serve for the following year. Only committee members whose terms extend through the following year are eligible for election.
12. If there is a problem achieving a quorum or in exceptional circumstances, email voting is allowed, unless any committee member requests a regular meeting to vote. If email voting is done, allowances for discussion and necessary documents should be made available before voting. To call an email vote, the chair must specify when the voting begins and ends with a minimal time of 24 hours. The results need to be communicated to the rest of the committee in a timely manner.
13. Robert's Rules of Order shall be the parliamentary authority on all matters of procedure not specifically covered in the committee structure.

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