

**Email Sent on April 6, 2022, by Committee on Committees chair Randy Clark**

University Committee and Council Chairs,

As we approach the end of another academic semester at Southeastern, as Chair of Faculty Senate's Committee on Committees, I want to remind you of some of the end-of-the year reporting and procedural responsibilities:

- The Chair of the **General Education Council** is reminded to consult with chairs of departmental representatives who will be leaving the committee to select replacements. Departmental representatives must have taught a general education course within the last two years unless approved by the DGE. Replacements need to be communicated to the Chair of Committee on Committees as soon as possible.
- The **Graduate Council** is reminded to select a new Chair prior to the end of the spring semester.
- The **Campus Sustainability Committee** is reminded to present its annual report by April 30th to the Chair of Faculty Senate. This report prioritizes projects (grounds and facilities) with cost estimates and identifies any alternative funding sources (See [APPM Sec. 3.5](#)).
- The **Curriculum Committee** is reminded to elect a Chair-Elect this May to assume the Chair position the following year. Both the Chair and Chair-Elect must hold academic tenure and have at least one year of experience on the Curriculum Committee (See [APPM Sec. 3.5](#)).
- The **Faculty Grievance Committee** is reminded that it must elect a Chair. The Chair must be tenured.
- The **Honors Committee** is reminded to elect a faculty Chair and Vice Chair that will serve for two years (this is only necessary if the current Chair and Vice Chair are at the end of their respective terms).
- The **Institutional Animal Care and Use Committee** is reminded to solicit and select a Doctor of Veterinary Medicine either certified (e.g. by ACLAM, ECLAM, JCLAM, KCLAM) or with training and experience in laboratory animal science and medicine or in the use of the species at the university. There also needs to be one public member to represent the general community's interests in the proper care and use of animals. Outside members, who are not faculty, must be reappointed annually by the committee faculty members. The Doctor of Veterinary Medicine and public member's names and contact information should be relayed to the Chair of Committee on Committees by the beginning of the fall semester.
- The **Institutional Review Board** is reminded to solicit and select a community member. The community member will serve for one year. Service may be renewed for another year by mutual agreement of the committee and the community member. The community member's name and contact information should be relayed to the Chair of Committee on Committees by the beginning of the fall semester.

The membership of Committee on Committees would like to thank you in advance for your participation and prompt addressing of these Council & University Committee responsibilities. If you have any questions or concerns, please do not hesitate to contact me or any [members of the committee](#). Faculty University Committee appointments will be received during the last week of April.