

Shawnee State University

COMMITTEE STRUCTURE

EFFECTIVE JULY 1, 2011

Seeking to ensure a vital university shared-governance committee structure that ensures inclusion of university-wide constituencies, provides information and education that supports good recommendations and decisions, and supports processes for ensuring impact and effectiveness of those committees, representatives of the University Faculty Senate, the Administrative Assembly, the Staff Assembly, the Student Government Association and the University have agreed to the adoption of the following:

A Taxonomy of University Committees

Shawnee State University Governance Committees

Governance Committee Operating Procedures and Guidelines

At least every three years, the elected chairs of the University Faculty Senate, the University Administrative Assembly, and the University Staff Assembly, the Student Government Association, and the university president shall evaluate the effectiveness of the committee structure and consider appropriate changes.

Modifications of the Shawnee State University Committee Structure shall take place in accordance with the established mechanisms of University policies and procedures, including the Constitutions or Charters of each constituency group's representative and such changes must be confirmed in writing by the assembly's elected chair. Minor modifications in committee membership, i.e. the change of name of an office being represented on a specific committee, shall be implemented through written notification of the leadership of all constituency groups and the president.

## Taxonomy of University Committees

Following is a list of the categories of committees at Shawnee State University and a general description of each category's functions and roles. The listing reflects the work of the leadership of the governance group leadership and the president's office to make committees more effective within the university and provide information to the university community about them. It shall be the responsibility of the President's Office to maintain a master list of the committees in Categories 1-4 on the university web-page. All committees will be regularly evaluated for their effectiveness.

### I. Governance Committees

Governance committees shall review all relevant university matters and recommend appropriate policy, actions, and programming and shall interact with other such committees as appropriate. Membership shall be for staggered two year terms with fixed numbers of representatives from constituency memberships and administration, agreed upon by the constituency member organizations and the President. (In the first year of these new committees half of the membership will be randomly selected to serve 1 year terms. This membership will be refreshed at the start of the following year thus ensuring continuity of committee membership.) The committee and the committee chair shall be appointed by the President. A senior administrator shall be assigned as facilitator for the committee to insure appropriate resources are available to the committee. Meetings are held on a regular basis and agendas and minutes are posted.

### II. Continuing University-wide Committees

Continuing committees with a university-wide scope shall have membership that reflects the constituencies of the university. The work of the committees shall be specific to the area of assignment and shall include recommendations for policies, actions, and programming as appropriate. Appointment and management of the committee shall be the responsibility of the administrator to whom it is assigned in consultation with the leadership of constituency groups. Minutes and recommendations of the committees shall be posted.

### III. Unique CBA, Policy, or Statue-required committees

Management and populating of such committees shall be guided by the requirements of the authorizing requirement with consultation with constituency leadership when membership from the constituency group is appropriate. Committee operations and reporting shall be governed by the requirements imposed upon the committee. It shall be the responsibility of the President, or appropriate designee, to insure that requirements are met.

### IV. Ad hoc Committees

Ad hoc committees with a university-wide scope shall be appointed by the President or appropriate administrator for a specific matter or task. Membership shall be developed in consultation with

governance group leadership. Assignment of staff or administrators, by position, to ad hoc committees must receive prior approval from the appropriate Vice President or the President.

V. Governance Group and University Unit Committees

Committees appointed with charges and membership unique to the governance group or university unit shall be the responsibility of that unit. Appointment of administrators or non-unit members must receive prior approval from the appropriate Vice President or the President.

## **Shawnee State University Governance Committees**

University Governance Committees shall be the Resource Committee, Enrollment Management and Student Life Committee, and the Continuous Improvement and Mission Committee. Each Governance Committee shall review all university matters related to its assignment area and recommend appropriate policy, actions and programming and shall interact with other such committees as appropriate.

### Committee Membership

#### I. Resource Committee

Membership:	University Faculty Senate	5 members
	University Administrative Assembly	2 members
	University Staff Assembly	2 members
	President of Student Government Association	

Administrative Facilitator: Vice President for Finance and Administration

#### II. Enrollment Management and Student Life

Membership:	University Faculty Senate	5 members
	University Administrative Assembly	2 members
	University Staff Assembly	2 members
	Vice President of Student Government Association	

Administrative Facilitators: Provost and Vice President for Academic Affairs and the Vice President for Student Affairs

III. Continuous Improvement and Mission

Membership:	University Faculty Senate	5 members
	University Administrative Assembly	2 members
	University Staff Assembly	2 members
	Student Representative appointed by the President of SGA	
	Director of Office of Institutional Effectiveness	

Administrative Facilitator: Provost and Vice President for Academic Affairs

## **Governance Committee Operating Procedures and Guidelines**

### **For Resources, Enrollment Management and Student Life, and Continuous Improvement and Mission Committees**

#### Membership

- Governance Committee membership shall be based upon specific membership numbers and ad hoc members agreed to by Governance Group leadership and the President.
- Each committee shall be appointed by the President, utilizing membership recommendations made to the President by the leader of the appropriate governance group.
- The Chair of each committee shall be appointed by the President
- Membership of Governance Committees shall be for staggered 2 year periods. (For the first year of these committees half of the membership will be randomly selected to serve 1 year terms. This membership will be refreshed at the start of the following year thus ensuring continuity of committee membership.)
- Governance Group chairs/presidents are responsible for providing the President with the names of members for Governance Committees no later than September 15 of each academic year. The President may request additional names from Governance Group chairs/presidents. In the event that an appointed member resigns or does not participate in the Governance Committee the President will request names for replacement members from the appropriate Governance Group chair/president.
- Ad hoc members of all Governance Committees will have voting rights.

#### Committee Meetings and Communications

- Governance Committees are expected to meet on a regular basis, to be determined by the Chair and the Administrative Facilitator. Dates of such meetings should be posted on the University Calendar and accommodations made for members of the university community that would like to attend meetings.
- Each Governance Committee shall keep minutes of their meetings and submit them to the Office of the President as soon as possible after each meeting for posting on the web.
- Members of Governance Committees are expected to communicate the activities and recommendations of the Committee to the Governance Group they represent.
- No later than May 15 of each year each Governance Committee shall submit to the Office of the President, in writing, any recommendations of the committee, a “year-end” summary of its activities, and any required assessments.

### Committee Support and Operations

- Each Governance Committee shall be assigned by the President an Administrative Facilitator who shall be responsible for working with the Committee Chair to prepare agendas and arrange meetings, arrange for required resources, and insure that adequate secretarial support is available to assist with the preparation of recommendations, assessments, and year end reports.