

April 28, 2006

TO: Rollin Richmond, President
Saeed Mortazavi, Chair, Senate Executive Committee

FROM: Task Group on Review of Campus Committees

SUBJECT: Report and Recommendations

In late February, 2006, a task group on Review of Campus Committees was formed and asked to “evaluate the current campus committees and determine their usefulness and productivity and whether they are serving to progress the mission of the university.” To that end, we were asked to “recommend whether they should remain as they are or if they should be eliminated, consolidated, or re-configured.” Our recommendations were to be forwarded to the President and the Senate Executive Committee by the end of April 2006.

The members of the task group are:

Nicole Alvarado (AS representative)
Colleen Mullery (Faculty Personnel)
Craig Riordan (Health and Physical Education)
Merry Schellinger, Chair (Academic Senate Office)
Sondra Schwetman (Art)
Emily Sommerman (Psychology).

Following one of the recommendations of a previous committee (04/05), we began our task by surveying as many campus committee chairs as we could identify. We asked the following questions:

1. How many times has the committee met during the past year (how many times is it supposed to meet, does it meet more or less frequently)?
2. What type of issues does the committee address and what are its most recent major accomplishments?
3. Is the committee’s charge still current/relevant? If not, what are your suggestions for changes? Does the committee’s work duplicate the work of any other committee(s) that you are aware of?

4. Does the current committee membership and appointment process work to provide the necessary expertise and/or representation needed? If not, how could it be improved?

Response from committee chairs was generally positive and appreciative of this effort. Feedback from committee chairs has informed our recommendations regarding specific individual committees. In addition, during our discussions and review of past committee review processes, we developed some general recommendations in regard to campus committees overall.

I. Primary Recommendations:

- The review process is not complete and there is a need to continue and complete the survey of committees. We did not receive responses from all committee chairs and it was not possible, given the time-frame of less than one semester, to do extensive follow-up work. In addition, while we worked with the committees currently listed in the HSU Faculty Handbook, we became aware of the existence of other campus-wide committees which might be candidates for review and evaluation as well.
- Evaluation and maintenance of committees should be an ongoing process. All committees which exist at an identified level (e.g., listed in the HSU Faculty Handbook) should be required to submit a brief end-of-the-year statement regarding their activity. Committees that do not report, would be temporarily suspended (i.e., no new appointments made). While some committees do report annually to a unit head or other entity, many are not required to make any kind of report. Some type of accountability is needed in order for committees to maintain their effectiveness.
- Our recommendations for specific committees to be dissolved, reviewed further (charge, membership, appointment process), or reviewed in relation to existing committees are included in section III.

II. General Recommendations:

- Create an organizational flow chart of campus committees. This would help identify how committees relate and/or interact with each other and various administrative and organizational units on campus.
- Review the overall process for the formation of and dissolution of campus committees, including:
 - Develop membership guidelines (representation of constituency versus expertise, ex-officio, length of terms, appointment processes, etc.)
 - Establish how the type of committee is determined and defined, and establish responsibility for oversight of committee and reporting
 - Identify existing policies (e.g., VPAA 00-04: Policy on the Formation of Advisory Committees). Consider whether or not additional policies are needed.

- Identify a group (for example, the General Faculty officers) whose charge includes responsibility for ongoing oversight and review of all committees and policies on campus. This group would receive brief annual reports from campus committees, determine whether or not to suspend a committee by not appointing new members, and communicate changes in campus committees to the campus community.
- Review the current types of committees and their definitions (i.e., University, Administrative, etc.). Determine if current distinctions between types of committees are necessary. If distinctions are necessary, provide definitions for all types of committees, including auxiliaries. For example:

University Committee: makes recommendations to the President (or designee), requires broad consultation across administrative areas, deals with issues of University-wide interest and with broad impact.

Administrative Committee: makes recommendations to a Vice President or other unit administrator, consultative process is fairly narrow, resulting decisions have narrow impact.

- Review the efficiency and effectiveness of committee appointment processes, the communication of appointments. For example, there are numerous current committee appointment/election processes, including:

For Faculty:

- Appointed by the Senate Appointments Committee
- Appointed by the Senate Executive Committee
- Appointed by the President
- Appointed by the President in consultation with the Senate Executive Committee
- Elected by the General Faculty
- Elected by the Academic Senate
- Nominated by the College/Unit, Elected by the General Faculty
- Elected by the College/Unit
- Appointed by the College/Unit

For Students

- Appointed by Associated Students:

For Staff

- Appointed by the President
- Appointed by the Staff Council

Administrative and Ex-Officio (by virtue of position)

- Determine guidelines for committee appointment/election processes based on type of committee.

- Develop a process and procedure for maintenance of an ongoing directory of committee membership.

III. Recommendations on Individual Committees:

A brief survey was sent to the respective chairs of the following committees, in order to elicit information on the current status of each committee. Based on responses from committee chairs, the task group makes the following recommendations.

Committees That Can Be Dissolved

Extended Education Advisory Committee (Administrative) Chair, Carl Hansen

Originally the Continuing Education Advisory Committee, it was formed in the 1980's by the Senate Educational Policies Committee as an attempt to "promote closer cooperation between the faculty and the Office of Continuing Education." The Committee is advisory to the dean, director, or appropriate administrator of continuing or extended Education; assists in the formulation of appropriate policies and procedures affecting the University's program of educational outreach.

Currently: According to the Chair, the Committee has not met for several years and there no longer seems a clear purpose for the committee.

Recommendation: Consider this committee for dissolution.

Instructional Communications Advisory Board (University) Chair, Dean CAHSS

In 1994, participants in the Leadership Conference and the Academic Senate recommended disbanding this Board. The University Executive Committee felt that "in recognition of potential liability and community relation issues of KHSU-FM, the Lumberjack, the Osprey, the TOYON, etc., this committee [should] remain a university committee." The Board's charge is to advise (the faculty advisors and student editors) through policy recommendations, its role limited to KHSU-FM, the Lumberjack, the Osprey, and the Toyon. It is to be available to consider all complaints about the policies or procedures of the publications or of the radio station.

Currently: The Board has met very rarely and has had difficulty identifying and/or understanding its charge.

Recommendation: Consult with the Dean of Arts, Humanities and Social Sciences to determine whether the board should continue to exist, and/or continue to exist with its current charge and membership. Consider alternative way to address concern of potential liability and community relation issues regarding the publications and radio station.

Property Survey Board (Administrative) Chair, Carol Terry

This Board was recommended for elimination in 1994; and instead, it was changed from a University committee to an Administrative committee.

Recommendation: The Board meets quarterly and reviews property and determines its disposition. It's members are all ex-officio, and its work is internal to Fiscal Affairs. This committee could be removed from the HSU Faculty Handbook. Membership of the committee should be maintained by Fiscal Affairs.

Committee on Public Art (or Public Art Committee) Chair, Betsy Boone

The committee was established as a sub-committee to the Standing Committee on Space and Facilities, which no longer exists. The charge of the committee is "to develop and manage the presentation of public art in outdoor locations throughout the campus and to assure that the art is appropriate, in good taste and consistent with the mission and goals of this University." The Committee no longer meets.

Recommendation: Recommend to the Chair of the University Space and Facilities Committee that the Public Art Committee be disbanded and that the USFC determine whether or not the Public Art Committee charge should be incorporated into its work or a separately designated subcommittee.

Student Financial Aid Committee (University) Chair, Kim Coughlin-Lamphear

The committee met in the past to review appeals beyond the level of the Director; when Financial Aid was previously under the VP of Student Affairs. The committee also reviewed the awarding criteria, prior to the advent of the Banner system.

Currently: This has not been a working committee since 2000. Financial Aid has worked with Enrollment Management to review the awarding criteria and provided the awarding criteria 2006-2007 to the President's Office.

Recommendation: Dissolve this committee; its charge is no longer relevant, given the organizational and technological changes since its inception.

Review charge and/or membership and appointment process**Faculty Development Committee (Ad Hoc Senate) Chair, Sally Botzler**

It is not know exactly when this committee was established; it's charge and membership have been updated via Senate resolutions (charge - 94/95 and membership – 97/98). It is not clear why it is an Ad Hoc Senate Committee or what the committee's charge is. Current activities of the committee include providing new faculty orientation and reviewing Faculty Development grant proposals.

Recommendation: Review type of committee, charge, membership, and appointment process.

Senate Standing Committees: Faculty Affairs, Student Affairs, Educational Policies

These Senate standing committees are currently comprised of faculty members (including Senators and non-Senators) and student representatives. The list of the committees' membership in the HSU Faculty Handbook does not identify members as voting or non-voting.

Currently, the Senate Executive Committee encourages each standing committee chair to invite a designated administrator to their committee meetings. The Senate Executive Committee has been asked to consider the formal addition of one ex-officio, non-voting administrator to each committee. While this task group did not specifically discuss this issue with standing committee chairs, we concur that this issue needs to be addressed at the Senate level.

Recommendation: The Senate Executive Committee will develop a resolution addressing the issue of membership (voting and non-voting) and appointment processes for all standing committees, including the possible addition of one non-voting ex-officio administrative member, designated as follows: Educational Policies Committee – Vice Provost for Academic Programs and Undergraduate Studies, Faculty Affairs Committee – Associate Vice President for Faculty Affairs, and Students Affairs Committee – Vice President, Student Affairs, or designee.

University Curriculum Committee (Administrative)

The recommendation regarding the UCC comes via the Senate Executive Committee. The current composition and appointment/election process for the UCC is established by Senate resolution #10-96/97-EP. Due to the extreme difficulty this year of getting the required two nominations for each vacancy within the colleges in time to hold a General Faculty election, the Senate Executive Committee made an exception to allow the colleges to fill their vacancies as expeditiously as possible. A request was made to have the process further reviewed.

Recommendation: We concur that this issue should be addressed by the Senate Executive Committee. Established processes for election/appointment to the University Curriculum Committee, the University Faculty Personnel Committee, and the Academic Senate need to be reviewed and updated.

Senate Finance Committee (Senate Standing Committee) Chair, Mark Larson

Recommendation: Review the ongoing need for faculty membership on the committee, in addition to the chair. Originally the chair served as a committee of one. Re-consider the charge of the committee in light of the establishment of the University Budget Committee, which has voting faculty representatives from each college/unit.

Review charge in relation to other existing committees

Nominating and Elections Committee (General Faculty)

This Committee is a standing committee of the General Faculty (Appendix E. Article IX, Section 2). It was revised last year (04/05), combining two separate previous existing committees (Nominations Committee and Elections Committee). The committee has not performed as a nominating committee for several years and currently there are only three (out of five) members appointed and the committee has no chair. Committee members distribute and pick up general faculty election ballots.

Recommendation: It is important for the faculty to be responsible for decisions regarding its governance and election processes. Review the possibility of consolidating these responsibilities; between the General Faculty Executive Committee, and the Senate Appointments Committee. Since HSU is unique in having General Faculty officers, and there has been discussion of whether or not to retain these positions, consider making the GF officers responsible for nominations and elections.

For example, the GF officers or a Senate standing committee such as Senate Appointments Committee, could be responsible for:

- Appointing academic faculty members to committees as stipulated by the Senate
- Making recommendations on General Faculty and Senate committee structure
- Nominating candidates for offices of the General Faculty and for elective committees of the GF and Senate
- Conducting all university-wide elections and ballots (moving towards electronic balloting)
- Taking steps to ensure more effective faculty government by overseeing committee assignments.

Diversity Program Funding Committee (Administrative) Chair, Marylyn Paik-Nicely

Currently: This may become a subcommittee of the Diversity Action Council. Follow-up next Fall.

Environmental Health & Occupational Safety Committee (Administrative) Chair, Kevin Creed

Currently: The survey prompted a desire to review of all related committees, including the Injury Prevention Committee and the Emergency Preparedness Committee. Follow-up next Fall.

Faculty Development Diversity Committee (Ad Hoc) Chair, Donna Schafer

Recommendation: Fold into the Research and Creative Projects Advisory Board

Planning Committee for Research, Scholarship and Creative Activities (PCRSC)
(Administrative) Chair, Dean, ORGS (Donna Schafer)

Recommendation: Fold into Research and Creative Projects Advisory Board

Research & Creative Projects, Advisory Board for (Administrative) Chair, Dean,
ORGS (Donna Schafer)

Recommendation: Consider merging with the Planning Committee for Research, Scholarship, and Creative Activities

Other

Library Committee, University (University) Chair, Sharmon Kenyon

Recommendation: Review appointment process and communication of appointments to the Library; consider changing to Administrative committee since it is an advisory committee.

Professional Responsibility Committee (General Faculty)

Recommendation: Review of Appendix U needs to be completed by the Senate for this to be a functioning committee. There is currently no committee chair.

Committees not currently listed in the HSU Faculty Handbook

Parking and Transportation Committee (Administrative)

Chair, Tom Dewey: meets monthly; submits annual report to the President

Recommendation: Add to the HSU Faculty Handbook

Honorary Degree Nominating Committee (Administrative)

In Fall 2005, the Senate passed a resolution establishing the Senate Executive Committee as the *ad hoc* Committee on Honorary Degrees, as part of the effort to update the campus policy on honorary degrees. The President has since drafted a charge and membership for campus-wide Honorary Degree Nominating Committee.

Recommendation: At the beginning of the Fall 2006 semester, ask the Senate to approve the newly defined committee as a replacement for the *ad hoc* committee, and update the HSU Faculty Handbook accordingly.

List of Committees Surveyed – Spring 2006

The following committees were surveyed this spring. Committees with a check mark were found to be working effectively and needing no change, or if needed, a recommendation was made based on feedback from the committee chair. No feedback was received yet from committees without a check mark.

- ✓ Academic Affairs Budget Committee (Administrative) Chair, Karen Earls
- ✓ Alcohol and Other Drug Abuse Prevention Committee (Administrative) Chair, Rebecca Stauffer
- Assistive Device Equipment/Auxiliary Assistance Committee (Ad Hoc) Chair, Helen Jones
- ✓ Athletic Compliance Committee (University) Chair, Jeff Borgeld
- Classroom Priority Scheduling Committee (Administrative) Chair, Hillary Dashiell
- Council of Deans (Administrative) Chair, Rick Vrem
- ✓ Diversity Program Funding Committee (Administrative) Chair, Marylyn Paik-Nicely, See Recommendation
- Diving Control Board (Standing Committee of Environmental Health and Occupational Safety Committee) Chair, (?)
- ✓ Educational Policies Committee (Senate Standing Committee) Chair, David Kornreich, See Recommendation
- ✓ Environmental Health & Occupational Safety Committee (Administrative) Chair, Kevin Creed, See Recommendation
- ✓ Extended Education Advisory Committee (Administrative) Chair, Carl Hansen, See Recommendation
- ✓ Faculty Advisory Committee to the Center for the Support of Instructional Technology (CSIT) (Administrative) → committee has been suspended pending review
- Faculty Affairs Committee (Senate Standing Committee) Chair, Simon Green
- Faculty Awards Committee (Senate), Chair, Ann Diver-Stamnes
- ✓ Faculty Development Committee (Ad Hoc Senate) Chair, Sally Botzler, See Recommendation
- ✓ Faculty Development Diversity Committee (Ad Hoc) Chair, Donna Schafer, See Recommendation
- ✓ Fields Oversight Committee (University) Chair, Richard Stepp
- HSU Scholarship and Fee Grant Committee (Administrative) Chair, Kim Coughlin-Lamphear
- Human Subjects in Research, HSU Institutional Review Board for the Protection of (Administrative) Chair, Judith Little
- Institutional Animal Care and Use Committee (Administrative) Chair, Assoc. Dean of CNRS
- ✓ Instructional Communications Advisory Board (University) Chair, Dean CAHSS (Bob Snyder), See Recommendation
- ✓ Instructionally Related Activities Committee (IRA) (Administrative) Chair, Assoc. Student President
- ✓ Intercollegiate Athletic Advisory Committee (charge and membership revised in 05) (Administrative) Chair, Chris Hopper
- ✓ International Program Screening Committee (University) Chair, Michael Bruner (ACIP Rep)
- ✓ International Resource Committee (membership revised 05) (Administrative) Chair, Sam Sonntag
- ✓ Joint Assessment Committee (University/recommends to Senate; advises UCC; informs Provost) Chair, David Kornreich

- ✓ Library Committee, University (University/advises Library Dean) Chair, Sharmon Kenyon, See Recommendation
- ✓ Nominating and Elections Committee (General Faculty), no chair, See Recommendation
- Orientation Coordinating Committee (University), Chair, (?)
- ✓ Parking and Transportation Committee (Administrative) Chair, Tom Dewey, See Recommendation
- ✓ Planning Committee for Research, Scholarship and Creative Activities (PCRSC) (Administrative) Chair, Dean, ORGS (Donna Schafer), See Recommendation
- Professional Leave Committee (Administrative/Academic Affairs) Chair, Sally Botzler
- ✓ Professional Responsibility Committee (General Faculty), Chair (?), See Recommendation
- ✓ Program Review Funding Committee (standing subcommittee of Provost's Council), Chair (Donna Schafer)
- ✓ Property Survey Board (Administrative) Chair, Director, Fiscal Affairs, See Recommendation
- ✓ Public Art, Committee on (sub-committee to the Standing Committee on Space and Facilities – which no longer exists) Chair, Betsy Boone, See Recommendation
- ✓ Public Safety Committee (Administrative) Chair, Tom Dewey
- ✓ Research & Creative Projects, Advisory Board for (Administrative) Chair, Dean, ORGS (Donna Schafer), See Recommendation
- ✓ Senate Appointments Committee (Senate Standing Committee) Chair, Saeed Mortazavi, See Recommendation
- ✓ Senate Finance Committee (Senate Standing Committee) Chair, Mark Larson, See Recommendation
- ✓ Service Learning/Experiential Education Advisory Committee (Administrative) Chair, Annie Bolick-Floss
- Services to Students Coordinating Committee (Administrative) Chair, VP for Student Affairs or designee
- Services to Students with Disabilities, Advisory Committee on (Administrative) Chair, Ward Newmeyer (Interim Director)
- ✓ Sexual Assault Prevention Committee (Administrative), Chair, Laura Williams
- ✓ Staff Council (University) Chair, Matt Pierce
- ✓ Standing Committee on Information Technology (to URPBC) → committee has been suspended pending review
- ✓ Student Affairs Committee (Senate Standing Committee), Chair, Cindy Moyer, See Recommendation
- Student Affairs Directors Committee (Administrative/advises VP for Student Affairs) Chair, Steven Butler
- Student Fee Advisory Committee (Administrative/advises the President) Chair, Nicole Alvarado (?)
- ✓ Student Financial Aid Committee (University) Chair, Kim Coughlin-Lamphear, See Recommendation
- ✓ Student Grievance Committee (University) Chair, (?) – has not met this year