

Committee on Committees Recommendations to the Senate Board

Feb 8, 2016

When we drafted the following recommendations, we had three goals:

1. To have each Academic Senate committee be Brown Act compliant
2. To have committee information easily accessible to everyone
3. To encourage wider participation by faculty

We would like the Senate Board approve the following items that pertain to all Academic Senate committees. Approving the following items does not change the Senate Bylaws. If approved, the following procedures simply clarify the Senate Bylaws. If any of the following items are in violation of the Senate Bylaws, then those items will be deleted.

1. **Prior to the first scheduled committee meeting**, each committee chair **shall** complete the Committee Training Module in Canvas **(the content shall be approved by the Senate Board)**. **The Vice President of the Senate shall be responsible for the Committee Training Module maintenance and compliance.** The Committee Training Module will include the following topics:
 - a. The duties of the chair
 - b. Brown Act compliance
 - c. Robert's Rules of Order primer
 - d. Maintenance of the committee webpage
 - e. Other information as needed
2. Each committee chair will maintain current committee information on the committee webpage. **The Vice President of the Senate shall be responsible for the committee webpage compliance.** The following information will be displayed on a committee webpage:
 - a. Name of the committee
 - b. Committee mission statement or committee function (including reference source)
 - c. Name of the chairperson (semester/ year)
 - d. Committee members and contact info (phone, e-mail, division)
 - e. Regular meeting date/time/location
 - f. Agenda/Minutes
 - g. Committee goals for the year
3. On the committee webpage, create a category called "Archived Committees" for those that are archived. The necessary committee documents should still be accessible after the committee is archived.

4. Academic Senate Committees membership management
 - a. Each committee sets its own maximum number of members with the approval of the Senate Board.
 - ~~b. The term for a committee member is two years. At the end of the term, an existing committee member can apply for renewal and/or non-member(s) can also apply to be in the committee.~~
 - c. Removal of a committee member: committee members can remove themselves from a committee by notifying the chair of the committee. The committee chair may remove a member who misses half or more of the committee meetings in one semester.
5. Committee chair selection processes (excluding C&I and PD committees as per Senate bylaws): According to the Senate bylaws 5.2.D, a committee chair is recommended by the President of the Academic Senate with the approval of the Board. Serving term for a committee Chair is two years. At the end of the serving term, the President of the Senate has three options to nominate the new chair: (i) recommend the current chair for renewal, (ii) recommend a candidate nominated by the committee, or (iii) recommend an outside candidate with the approval of the committee.
6. Situations needing approval of the Senate Board.
 - a. Changing or editing a committee's function or mission statement: An approval of the Senate Board is needed to change or edit a committee's function or mission statement.
 - b. Creation of a new committee: A new committee is created in three stages (i) creation of a charge of the new committee, (ii) selection of committee chair and members, and (iii) creation of the committee mission statement. The Senate Board's approval is needed at each stage.
 - c. Archiving a committee: If an existing senate committee fails to meet for **two years**, the Senate Board may approve archiving that committee.
 - d. Reconvening a committee: The Senate Board may also vote to reconvene a previously archived committee.