Committee on Committee  
Faculty Senate  
End of Year Report  
May 2007  
Submitted by Sally L. Fortenberry, Chair of CoC

**Specific Committee Charges 2006-2007**

1. Draft a statement defining “ex officio” and “liaison” to be used for committee assignments:  
   This was completed at the end of 2006 and implemented into the *Faculty-Staff Handbook* for 2006-2007

2. Monitor procedures for soliciting faculty preferences regarding membership on committees:  
   We used the my.tcu.edu survey process again this year. The biggest problem is obtaining an accurate email list of all tenure track faculty and fulltime instructors. Susan Campbell had provided this to Dick Rinewalt, but not in a list serve format. This was initially compiled by Dick Rinewalt and then I updated the list this year. It is rather time consuming to have to do this annually. No TCU office was able to assist with this process. Additionally, Emily Burgwyn’s new assistant, Jef Larremore, was not familiar with the survey process since he had not assisted last year – Craig Elders had taken care of this for us last year. Consequently, the survey went up later than requested; an updated email list was not available; therefore, less than 200 faculty responded to survey.

3. Audit and report on all committees with federal mandates regarding compliance with federal guidelines:  
   As approved in the Faculty Senate going forward for 2007-2008 the Associate Vice Chancellor, Dr. Bonnie Melhart, will be oversight for the following committees and oversee the majority of the faculty appointments – Institutional Biosafety, Institutional Animal Care and Use, and Institutional Review Board for Human Safety.

4. Gather and organize charters and operational procedures for all TCU University Committees:  
   The members of the CoC worked with current chairs, liaisons and administrative oversights to gather these documents with relatively little success. The library archives were searched and old Faculty-Staff Handbooks were analyzed for previous chairs and any other information that could be obtained about the committee charters, goals, procedures, etc.

*Because of the lack of information available about each University Committee, the CoC developed Guidelines for University Committee Standard Operating Procedures. This document was to be approved by the FSEC and the Provost for use in 2007-2008. All committees must complete this information to be filed on the Senate Web site.

*The CoC also developed a form to be used for New Committee development and or change in Committee structure, procedure or charge. This document was to be approved by the FSEC and the Provost for use in 2007-2008.
Standing Committee Charges

1 and 2. The Committee on Committee members select 2 or 3 University Committees for which they are the liaison throughout the year. The CoC member communicates with the University Committee Chair and the Administrative oversight to introduce themselves and to encourage communication if issues, problems or concerns should arise throughout the year including: replacing a member, dealing with attendance issues or concerns about a specific charge. At the end of the year the CoC liaison requests an end of the year report that reflects meeting times, accomplishments, participation by members, concerns, etc.

3. Nominations: Was not requested to assist with this process this year.

4. The process of nominating members to the University Committees is an ongoing process literally taking place all summer and year as members leave the university or decide not to fulfill their commitment on the committee assigned. The initial steps took place at the CoC March meeting and will hopefully be finalized by May in order for all University Committees to be listed in the 2007-2008 Faculty Staff handbook.

5. Met with the Student Government officers at the beginning of the year to discuss assignments to ensure that they understood the process and the importance of student involvement.

Issues for 2007-2008:

1. Determine the appropriate office to obtain an accurate and updated email list serve for all faculty eligible for University Committee membership.

2. Revise method for sending out survey – possibly even revise survey.

3. Have FSEC approve forms and provide to all of the University Committee Chairs to complete at the beginning of the year; specifically the Standard Operating Procedure so that these can be maintained on the FS web site.

4. Consider establishing a link from the FS web site to each University Committee for maintaining minutes, updates and operating procedures, etc.