

The Committee on Committee of the Faculty Senate 2007-2008 Annual Report

Committee Chair: Sally L. Fortenberry

Committee Members:

Arnie Barkman

John Breyer

Misha Galaganov

Linda Harrington (left TCU in spring)

Andrea Harris (left TCU in spring)

Fran Huckaby

Helen Morrison

Marie Schein

Michael Skinner

Barbara Wood

Connie de Veer

Specific Committee Charges for 2007-2008

1. Monitor procedures for soliciting faculty preferences regarding membership on committees.

Survey was revised and updated with the assistance of Jef Larremore, Web Services Coordinator in the Division of Student Affairs, 817.257.7882; and Emily Burgwyn, Student Affairs Info Services, 817.257.7868. The survey went live on my.tcu.edu on 2/28 and ended on 3/18.

A total of 480 faculty were eligible to participate; 149 faculty responded to the survey with 45 other faculty providing written comments.

2. Obtain an accurate e-mail list for tenured track faculty and full time instructors for use with survey for soliciting faculty preferences for committee membership.

Helen Morrison spearheaded this task and worked with Diane Edwards in Human Resources to obtain an accurate list of faculty meeting the criteria for university committee membership – fulltime faculty, adjuncts with benefits, fulltime instructors; Susan Campbell provided the faculty IDs to correspond with the list. This information was used for the survey to allow those eligible to participate in the survey.

3. Gather and organize charters and operational procedures for all TCU University committees and place on Faculty Senate webpage.

The Standard Operating Form developed by the ConC in 06-07 was used in requesting the information from each of the University Committee Chairs. Out of the 25 University Committees, 19 submitted Standard Operating Procedures and 6 still have not done so. The committees that have not complied with the request include: Evaluation, Honors Council, Institutional Biosafety, Teaching Learning and Instructional Technology, Undergraduate Admissions and University Court. SOP guidelines attached.

The CoC also developed a document to be used for establishing a new committee or requesting a change in an existing committee. The CoC reviewed one request for change to an existing committee. Document attached.

4. Encourage all FS committees to keep meeting minutes and post them promptly to the FS webpage.

The CoC proposed a template for use by the FS committees for submitting their minutes to the FS Secretary for posting to the webpage. The template was provided to the Secretary and the FSEC for use by all committees. The CoC is unsure if all committees are posting their minutes on the FS web page.

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: Fran Huckaby established a survey through "Survey Monkey" to solicit nominations for each open position on the FSEC; Chair-Elect, Secretary and Assistant Secretary. The survey was available for 3 weeks and the eligible Senators we listed on a pull-down menu. Although the participation was not 100%, the effort will be repeated next year in hopes of generating more involvement. The nominations we provided to the current FSEC to build the ballot.

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 and April meetings and will hopefully be finalized by the end of May in order for all University Committees to be listed in the 2008-2009 *Faculty Staff handbook*.

The Committee on Committee was requested to submit faculty nominations to serve on two faculty grievance committees.

The Committee on Committee also has the oversight for nominating 5 faculty members to serve on the HMOV committee.

5. The Committee on Committee did not meet with Student Government this year.

Issues to be included in Specific Charges for 2008-2009:

1. Have a training program for all University Committee Chairs regarding their responsibility to the Faculty Senate at the beginning of the fall semester.