

**Review of Governance Committee: Duties of Committees**

Article VII. Section A.

Current	Recommendations	Justification
<p>The general duties of every committee of the faculty, and especially of each committee chair, shall be:</p> <ol style="list-style-type: none"> <li>1. To apportion its work efficiently and fairly among its regular members, functioning as a whole or in subcommittees as seems appropriate.</li> <li>2. To enlist the participation or advice of the teaching faculty, administrative and professional staff and students to improve the committee's judgment or expedite its recommendations.</li> <li>3. To keep minutes or other records of proceedings that will be adequate for use of the chair's successor.</li> <li>4. To explore such issues as the Faculty Senate may delegate to it.</li> <li>5. To report to the Faculty Senate according to the schedule that is established at the first regular meeting of the Faculty Senate at the beginning of the academic year.</li> <li>6. To submit a written annual report to the faculty Senate at the end of the academic year.</li> </ol>	<p>Add the following:</p> <ol style="list-style-type: none"> <li>7. To schedule the first committee meeting for the following academic year. The meeting date shall be determined after spring elections and prior to the last day of instruction in the current academic year.</li> </ol>	<p>In the past, smaller standing committees have relied on a current chair to set up the first meeting of the academic year. However, many of the same committees will not have a chair until the first meeting. This has put the onus on the chair of the Senate to track down all members of these committees to try to get members to set a meeting early in the academic year. Many times, this leads to committees not meeting until well into October or sometimes even November. Allowing the previous academic year's committee to set the new meeting, with input from the new members for the following year, will streamline this process and make these committees more efficient. This will also take some of the burden off the chair of the Senate, who has many other responsibilities at the start of the academic year.</p>

