

Committee on Committees Minutes
April 16, 2018 1 pm
Woodward Conference Room 6184 (Health Science Center)

Present: Ashley Ghiaseddin, Steven Swarts, and Laurie Bialosky

1. Call to Order and Introductions

Chair Ashley Ghiaseddin called the meeting to order at 1:03 p.m.

2. Approval of [March 19, 2018 minutes](#)

The minutes were approved.

3. [Parking & Transportation Committee Update](#)

The University Constitution & Regulations Committee (UCRC) and Parking & Transportation Committee have agreed on membership wording for the latter and will forward this item to the Faculty Senate Steering Committee and the Senate for approval.

4. [Faculty Senate](#) – University Constitution & Regulations Committee (UCRC)

These items are being presented to the Senate as an Information Item this month and an Action Item in May.

5. SOP's (Standard Operating Procedures)

Consideration was given to the UCRC recommendation that each Senate, Joint, and Presidential Committee develop an SOP which would be provided by all Faculty Senate Committee and Councils during their periodic COC evaluations.

The UCRC advised that the Provost could recommend (not require) that each Joint and Presidential Committee prepare an SOP and would provide an example/template.

After discussion, it was decided that the COC does not recommend that a mandatory SOP be developed for all committees and councils. To assist with operations and increase institutional memory, committees should consider, individually, if a one to two page SOP would increase its efficiency and provide a record of specific operations or timelines. SOP's can be particularly helpful to less policy-oriented committees and councils which are more 'mechanical' in nature, such as the Nominating Committee. In those cases, an SOP could be generated by the committee to help detail specific, routine procedures, timelines, etc. which are too detailed to be included in the Faculty Senate bylaws.

6. Council and Committee Reviews:

[University IT Committee](#) – Dave Carlson, Chair – will schedule Fall 2018.

7. Election of 2018-19 Committee Chair

Dr. Ashley Ghiaseddin was re-elected as COC Chair.

8. Fall 2018 Meeting Dates

It was agreed to try to meet at the same time and location next semester. Laurie will contact members to confirm.

9. Work on Draft of 2018 Committee on Committees Council Report to the Senate

10. Adjournment

The meeting was adjourned at 1:29 p.m.