

Committee on Committees SOP

<http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf> Article V, Section 2(B)

Committee Membership

The Faculty Senate elects six members of the faculty-at-large to serve three-year, staggered terms. The Committee elects its chair annually.

Committee Responsibilities

- Conduct periodic reviews with chairs of all Joint Committees and Senate Councils and Committees including
 - membership criteria and selection process
 - committee purpose
 - attendance at meetings
- Recommend any committee modifications to the Senate (via Steering Committee) including
 - addition, reclassification, dissolution of Senate committees
 - change of Presidential Committees into Joint Committees (or vice versa)
 - assignments of committees to Policy Councils as *contributing* or *related* committees
 - changes to membership qualifications for Senate Councils and Committees, as outlined in the Constitution and Senate Bylaws, and forwards any Joint Committee membership qualification advisories to Joint Committee Chairs.
- Provide a comprehensive, annual report to Senate, reviewing approximately one-third of all committees and councils per year.
- Designate a chair of a Senate committee or council in the absence of a chair for its opening meeting so that they may elect a Chair.
- Communicate with Senate Steering Committee and University Constitution and Regulations Committee as needed.

Committee Instructions

- Set and post meeting dates on the CoC website, with assistance from Senate Secretary.
- Take minutes and then post approved minutes on the CoC website, with assistance from Senate Secretary.
- Invite chairs of committees and councils to present to CoC on a rotating basis, and as issues arise.
- Prior to meeting, review the posted descriptions of presenting committees on the Senate website and come prepared with questions (if any).
- Standard questions for guests include:
 - How well is your committee functioning?
 - Is your committee membership size and make-up (i.e. of administrative liaisons, faculty, etc.) appropriate?
 - Are your meetings well attended? Are administrative liaisons attending?
 - Are you experiencing any issues that should be brought up to Faculty Senate that would help your committee accomplish your charge(s) or mission?

- Are you working on any major issues that you'd like to share with us today?
- Do you work closely with any other chairs or committees to address any mutual topics or topic/issue overlaps?
- Does your committee have Standard Operating Procedures (SOP)? If so, where are they posted, and if not, would it be useful to your committee to create and use it?
- Determine whether immediate actions need to be taken based on committee presentations and potential impact on the overall shared governance structure and communicate this to the Chair(s) of the affected committee(s).
- Communicate with the University Constitution & Regulations Committee when Constitution changes are needed and prior to the presentation of their constitutional report(s) to the Steering Committee.
- For committee changes not requiring a constitutional prescription, information can be directed to Senate Steering, as per Senate Bylaw 20: “It shall be the duty of every committee chair to inform the Steering Committee of committee actions and matters under consideration.”
- Maintain a record in the CoC minutes of resulting actions based on our recommendations.