

D. COMMITTEE ON COMMITTEES REPORT (2005/2007)

2005/2007

PART I: POLICIES AND PRACTICES

POLICY FOR COMMITTEE STRUCTURE

Introduction

The committee structure at Minnesota State University Moorhead is designed to provide the use of expertise in planning and decision making. By serving on committees, members contribute to recommendations that assist in carrying out the mission of the University.

I. Definitions

- A. **Committee.** A committee is a group of people with a defined membership appointed annually (or as otherwise noted) to provide expertise and recommendations in a prescribed area of ongoing University activity.
 - 1. **University Committee.** A committee that is appointed to consider areas and activities that have the potential to affect the academic community as a whole.
 - 2. **Programmatic Committee.** A committee that is appointed to consider curricular issues of programs that are approved through the established institutional process and for which two or more departments are responsible for offering the requisite coursework, or a committee that is created and operates under federal guidelines to ensure compliance with federal law. Programmatic committees are appointed upon the recommendation of the President or his/her designee in consultation with the Faculty Association. Recommendations are advice to the dean and will be shared with the departments involved in the program.
 - 3. **Departmental Committee.** A committee appointed by the department to consider issues internal to the department or to make recommendations on behalf of the department as a whole.
 - 4. **Student Affairs Committee.** A committee, a majority of whom are students, that considers areas and activities of primary importance to students and makes recommendations to the President or his/her designee concerning the same.
 - 5. **19A Peer Review Committees:** A committee established by the President under Article 19, Subd. 3, to provide recommendations for the award of 19A funds and ensure faculty participation in the process.
- B. **Task Force.** A task force is a group of people appointed to make recommendations to the President about an institutional concern. Upon submission and acknowledgment of recommendations a task force ceases to exist.

II. Appointment

- A. All committees are appointed in compliance with existing collective bargaining agreements and established University procedures.
- B. To insure continuity, the term for most non-student committee appointments shall be January 1 - January 1, two-year terms. The exceptions are: 1) the Institutional Review Board (IRB) has three-year revolving terms for faculty and 2) the University Planning and Budget Committee has three-year staggered terms for faculty.
- C. University Committees have a defined membership prescribed and established by mutual agreement of the faculty associations and the administration. Faculty members of those committees are appointed by the relevant faculty association (IFO/MSUAASF) after consultation with the President. Membership may include students and/or administrators and/or staff.
- D. Programmatic Committees are composed of representatives from the departments that offer the requisite coursework for the program. Faculty are appointed upon the recommendation of the President or his/her designee in consultation with the Faculty Associations.
- E. Departmental Committees are appointed through procedures democratically agreed upon by the department. (See A. above)
- F. Student Affairs Committees are appointed by the President or his/her designee in consultation with the Student Senate. Membership may include faculty and/or staff as well as administrators responsible for the area of consideration.
- G. Task Forces are appointed by the President after appropriate consultation with the relevant collective bargaining units.
- H. Student members on committees are chosen by the Council on Committees with the approval of the Student Senate. Students will be appointed in the spring/fall (awaiting a recommendation from the Student Senate) and serve for an academic year.
- I. Committee members from classified staff are selected by AFSCME.
- J. Faculty elect representatives to the APAC, the SPC, and the SBC. All other groups follow the usual recommendation and appointment procedures.

III. Authority - Responsibility

- A. All committees and task forces are advisory to the President or his/her designee.
- B. Minutes of all committee meetings should be filed with the President or the person to whom the committee reports and the presidents of the faculty associations (IFO/MSUAASF), AFSCME, and Student Senate.
- C. All committees and task forces shall file an annual report with the President or his/her designee and the presidents of the faculty associations (IFO/MSUAASF), AFSCME, and Student Senate. A complete set of minutes should be attached to the annual report and sent to MSU Moorhead archives.

IV. Procedures

- A. Suggest that each committee conducts an orientation for all new members that reviews such items as committee structure, mission, goals, how the committee will choose to operate and organize themselves throughout the academic year.
- B. Insure that committee chairs are sensitive to the issues of student's roles and responsibilities within the committee; soliciting information such as class schedules/work schedules from individual students that will allow the maximum opportunity for involvement in the committee.
- C. When organizing meetings and distributing information, to be mindful that student senate is not in operation over breaks or in the summer. This issue is particularly important when the student association is to be consulted in the activities and decision making of any university action.

Programmatic Committees

American Indian Studies
American Studies
Asian Studies
Canadian Studies
Criminal Justice
Curriculum and Instruction
Educational Studies
English as a Second Language (ESL)
Eurospring
Gerontology Program
Indian Education Council
Instructional Resources Advisory
Instructional Technology Advisory

Student Affairs Committees

Bookstore
Comstock Union
Student Activities Budget
Student Activity Fee Review
Student Technology Fee

University Committees

Academic Appeals
Academic Policy Advisory Committee
ADA Advisory
Advising
Athletic Board of Control
Cultural Diversity/Affirmative Action
Enrollment Management
Environmental Health and Safety
Facilities
Faculty Development
Financial Aid and Suspension Appeals
Global Studies
Graduate Studies
Honors Program

19A Peer Review Committees

Arts and Humanities
Business and Industry
Education and Human Services, Library,
Athletics and Counseling Center
Social and Natural Sciences

International Studies
Legal Studies
Master of Liberal Arts
Master of Public, Human Service and
Health Administration
Pre-Professional Advisory
Social Studies
Teacher Preparation
Women's Studies

Compliance Committees

Institutional Animal Care and Use
Radioisotope Safety

Student Conduct
Student Health Advisory
Student Organization Advisory
Women's Center

Institutional Assessment and
Effectiveness
Institutional Outreach
Institutional Review Board
Liberal Studies
Parking
Performing Arts Advisory Board
Scholarship Awarding
Scholarship and Financial Aid
Advisory
Technology
Tuition Refund Appeals
University Planning and Budget

Task Forces

Campus Master Plan Task Force
Canadian Studies Task Force
3-,4-Credit Task Force