

Committee on Committees
Members: Alicia Bray, Yvonne Patterson, Matthew Orange (chair)
Summary of Findings and Plan of Action as March 18, 2024

Initial contact with each committee will include a reminder of our charge and an explanation of what we looked for when reviewing their by-laws. So, the opening of each email will look something like the following:

Hello (INSERT NAME OF COMMITTEE CHAIR),

The Committee on Committees has reviewed the by-laws of (INSERT NAME OF COMMITTEE) in accordance with our charge to do so for “one-third of all committees each year.” Specifically, we looked for:

- Consistencies in membership numbers and stated meeting dates. By Senate by-laws, committees with more than 7 members “should have a pre-arranged meeting time, which should be included in its by-laws”.
- Inconsistencies in membership information accessible on the CCSU and Faculty Senate websites and any other discrepancies between committee by-laws and Senate by-laws.
- Issues with current by-laws that will result from the creation of the new College of Health and Rehabilitation Sciences and the renaming of SEPS to the School of Education. We looked for such problems in the one-third of committees due for review this semester, and in the by-laws of other committees that were identified as having such problems.

I will then follow up with our findings, our suggestions (when appropriate), and invite discussion. Here is what that will look like for each committee.

Advisory Committee for CSU Professorship (reviewed by Alicia)

Our review found that this committee needs to make an update to the “Membership” section of its by-laws to accommodate the creation of the new College of Health and Rehabilitation Sciences and the renaming of SEPS to the School of Education. It is our suggestion that the by-laws be updated to “five” schools or eliminate the reference to number of schools.

Committee on Academic Advising (reviewed by Alicia)

Our review found that this committee needs to make updates to the “Membership” and “Terms” sections of its by-laws to accommodate the creation of the new College of Health and Rehabilitation Sciences and the renaming of SEPS to the School of Education. Currently, the “Membership” section states, “Eight teaching faculty elected by the faculty, one from each academic school and four at-large members.” It is our suggestion that this be update to “one from each academic school and three at-large members” or that the total number be updated to “Nine teaching faculty”. We also recommend you check that the titles of *Ex Officio* members are currently up to date.

In the “Terms” section of the by-laws, it is our suggestion that the language be updated to account for the renaming of SEPS, the addition of the new school, and any other changes made to the “Membership” section.

Information Technology Committee (reviewed by Alicia)

Our review found that this committee needs to make updates to the “Membership” section of its by-laws to accommodate the creation of the new College of Health and Rehabilitation Sciences, the renaming of SEPS to the School of Education, and to ensure department names are accurate (ex. Modern Languages should be World Languages, Literatures, and Cultures). These updates need be made to the opening text to this section and to the subsection with specific numbers assigned to schools/areas, including *Ex Officio* membership (and titles).

In addition to this, we found that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.

Mediation Committee (reviewed by Alicia)

Our review found that this committee may need to update the “Function” section of its by-laws to reference the current AAUP/BOT contract.

Sabbatical Leave Committee (reviewed by Alicia)

Our review found that this committee needs to make updates to the “Membership” and “Election” sections of its by-laws to accommodate the creation of the new College of Health and Rehabilitation Sciences, the renaming of SEPS to the School of Education, and to ensure department names are accurate (ex. Modern Languages should be World Languages, Literatures, and Cultures).

In addition to this, we found that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.

University Planning and Budget Committee (reviewed by Alicia)

Our review found no issues that need be addressed regarding membership with the addition of the new school and the name change to SEPS. The UPBC chair has already informed the Committee on Committees of the intention to update by-laws specific to the election process.

Library Committee (reviewed by Yvonne)

Our review found no issues that need be addressed regarding membership with the addition of the new school and the name change to SEPS. We did find that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.

International Education Committee (reviewed by Yvonne)

Our review found that this committee needs to make an update to the “Membership” section of its by-laws to accommodate the creation of the new College of Health and Rehabilitation Sciences and the renaming of SEPS to the School of Education. It is our suggestion that the by-laws be updated to include the names of the new schools and that the total number of members and the distribution of members be evaluated.

In addition to this, we found that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.

Online Learning Committee (reviewed by Yvonne)

Our review found that this committee needs to make updates to the “Membership” and “Terms” sections of its by-laws to accommodate the creation of the new College of Health and Rehabilitation Sciences and the renaming of SEPS to the School of Education. In addition to this, we found that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.

Termination Hearing Committee (reviewed by Yvonne)

Our review found no issues that need be addressed regarding membership with the addition of the new school and the name change to SEPS. That said, we do have a couple suggestions/questions. The function of the committee is not explicitly stated in its by-laws. We recommend that such a statement be added to the by-laws. The reporting time/schedule of this committee is not stated. Is this due to confidentiality requirements? If not, would it be possible to add such detail to the by-laws?

Promotion and Tenure Committee (reviewed by Matthew)

Our review found that this committee needs to make updates to the “Structure of the Committee” and “Election of Members of the Committee” sections of its by-laws to accommodate the creation of the new College of Health and Rehabilitation Sciences and the renaming of SEPS to the School of Education. In addition to this, we found that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.

University Athletics Board (reviewed by Matthew)

Our review found no issues that need be addressed regarding membership with the addition of the new school and the name change to SEPS. We did find that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.

Student Affairs Committee (reviewed by Matthew)

Our review found no issues that need be addressed regarding membership with the addition of the new school and the name change to SEPS. We did find that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.

Academic Standards Committee (reviewed by Matthew)

Our review found that this committee needs to update the “Membership” section of its by-laws to accommodate the creation of the new College of Health and Rehabilitation Sciences and the renaming of SEPS to the School of Education. It is our suggestion that the by-laws be updated to include the names of the new schools and that the total number of members and the distribution of members be evaluated. We also recommend you check that the titles of *Ex Officio* members are currently up to date.

In addition to this, we found that this committee has more than 7 members but that its by-laws do not include a specific meeting time. It is our suggestion that the by-laws be updated to include a pre-arranged meeting time.