

Committee on Committees Report AY 2023-2024

Presented to CCSU Faculty Senate on April 29, 2024

Members: Senators Alicia Bray (Biology), Matthew Orange (Physical Education & Human Performance), Yvonne Patterson (Social Work)

2.6.3. The Committee on Committees shall consist of three Senators elected by the Senate annually to review and keep up-to-date the committees of the Senate and the Functions and Responsibilities of Standing Committees of the Faculty. All Standing Committees of the Faculty should be reviewed by the Senate on a three-year cycle. This review should include one-third of all committees each year. There should be no overlapping or duplication of standing committee responsibilities. The Committee on Committees shall report to the Senate by the end of the Spring semester.

There are currently 27 Standing Committees of the Faculty; therefore, as per our charge, we reviewed the by-laws of one-third of the committees (highlighted yellow in the table below) as part of our annual responsibilities. We also reviewed all other committees and those highlighted green were identified for review based on the need to update by-laws in accordance with the addition of the new school.

Academic Assessment Committee	Council of Academic Chairpersons	Library Committee
Academic Integrity Committee	Curriculum Committee	Mediation Committee
Academic Standard Committee	Distinguished Service Award Committee	Online Learning Committee
Advisory Committee for CSU Professorship	Equity, Justice, and Inclusion Committee	Promotion and Tenure Committee
Board of Regents Research Award Committee	Excellence in Teaching Committee	Sabbatical Leave Committee (AAUP)
Board of Regents Teaching Award Committee	Grade Appeals Committee	Student Affairs Committee
CCSU Foundation Grant Advisory Committee	Graduate Studies Committee	Termination Hearing Committee
Committee on Academic Advising	Information Technology Committee	University Athletics Board
Community Engagement Committee	International Education Committee	University Planning and Budget Committee

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.

Findings and Recommendations

Findings and recommendations were communicated to each committee and/or to Faculty Senate leadership. A summary of these findings and recommendations follows.

Academic Standards Committee

- **Findings:** 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. This committee has more than 7 members, but its by-laws do not include a specific meeting time.
- **Recommendations:** This committee’s by-laws should be updated to include the names of the new schools, the total number and distribution of members should be evaluated, and the titles of *Ex Officio* members should be checked to ensure they are currently up to date. This committee should update its by-laws to include a pre-arranged meeting time.

Advisory Committee for CCSU Professorship

- **Findings:** 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.
- **Recommendations:** This committee’s by-laws should be updated to “five” schools or eliminate the reference to number of schools.

CCSU Foundation Grant Advisory Committee

- **Findings:** 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.
- **Recommendations:** This committee’s by-laws should be updated to include the new number of schools, and the total number and distribution of members should be evaluated.

Committee on Academic Advising

- **Findings:** 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.
- **Recommendations:** Currently, the “Membership” section states, “Eight teaching faculty elected by the faculty, one from each academic school and four at-large members.” It is recommended 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”. It is also recommended that this committee check that the titles of *Ex Officio* members are currently up to date. In the “Terms” section of the by-laws, it is recommended 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

- **Findings:** 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).

- **Recommendations:** This committee's by-laws should be updated to accommodate for the creation of the new school and the renaming of SEPS. This committee should also ensure that membership distribution is evaluated, and that names and titles of *Ex Officio* members and departments are accurate.

International Education Committee

- **Findings:** 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. This committee has more than 7 members, but its by-laws do not include a specific meeting time.
- **Recommendations:** This committee's by-laws should be updated to include the names of the new schools, and the total number and distribution of members should be evaluated. This committee should update its by-laws to include a pre-arranged meeting time.

Library Committee

- **Findings:** This committee has more than 7 members, but its by-laws do not include a specific meeting time.
- **Recommendations:** This committee should update its by-laws to include a pre-arranged meeting time.

Mediation Committee

- **Findings:** The by-laws of this committee refer to a previous version of the AAUP/BOT contract.
- **Recommendations:** This committee should update its by-laws to refer to the current version of the AUUP/BOT contract.

Online Learning Committee

- **Findings:** 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. This committee has more than 7 members, but its by-laws do not include a specific meeting time.
- **Recommendations:** This committee should update its by-laws to accommodate for the creation of the new school and for the renaming of SEPS and should add a pre-arranged meeting time.

Promotion and Tenure Committee

- **Findings:** 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. This committee has more than 7 members, but its by-laws do not include a specific meeting time.
- **Recommendations:** This committee should update its by-laws to accommodate for the creation of the new school and for the renaming of SEPS and should add a pre-arranged meeting time.

Sabbatical Leave Committee

- **Findings:** 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). This committee has more than 7 members, but its by-laws do not include a specific meeting time.

- **Recommendations:** This committee should update its by-laws to accommodate for the creation of the new school and for the renaming of SEPS, should ensure that department names are accurate, and should add a pre-arranged meeting time.

Student Affairs Committee

- **Findings:** This committee has more than 7 members, but its by-laws do not include a specific meeting time.
- **Recommendations:** This committee should update its by-laws to include a pre-arranged meeting time.

Termination Hearing Committee

- **Findings:** The function of the committee is not explicitly stated in its by-laws.
- **Recommendations:** This committee should update its by-laws to include a statement regarding its function or to make clear reference to the current AAUP/BOT contract.

University Athletics Board

- **Findings:** This committee has more than 7 members, but its by-laws do not include a specific meeting time.
- **Recommendations:** This committee should update its by-laws to include a pre-arranged meeting time.

University Planning and Budget Committee

- **Findings:** The website page detailing this committee's by-laws contains information regarding past election years.
- **Recommendations:** The website and/or the committee by-laws should be updated to remove reference to outdated information.

Proposed Changes to Committee By-Laws

Communications with committees are on-going, so many proposed changes to committee by-laws will be presented to the Faculty Senate in the fall of 2024. Currently, the following changes to committee by-laws are proposed (**new language in bold**).

International Education Committee

- Current language in Section 3) a) iv. The new Chair shall set a time and place for the first meeting to occur after the first week but no later than the fourth week of the Fall Semester, informing the committee of this meeting via electronic mail before or upon the beginning of the new academic year in August.
- Proposed update to Section 3) a) iv. **The new Chair shall set a place for the first meeting to occur during the first week of the Fall Semester, informing the committee of this meeting via electronic mail before or upon the beginning of the new academic year in August.**
- Proposed addition of a new **Section 4)** titled **“Meeting Times”** with the following language: **IEC ordinarily meets on the second Thursday of the month between 9:00 AM – 10:00 AM during academic semesters.**
- Proposed change of current Section 4) titled “Floor Procedures” to become **Section 5).**

Termination Hearing Committee

- Current language in Section 3. Function: The Termination Hearing Committee shall have the functions and follow the procedures as provided under Article 16 of the AAUP/BOT Contract of 2007–2016, and/or the equivalent section of the current contract.
- Proposed update to Section 3. Function: **The Termination Hearing Committee shall have the functions and follow the procedures as provided under Article 16 of the AAUP/BOT Contract of 2021–2025** (<https://www.ct.edu/files/pdfs/2021-2025%20AAUP%20Contract.pdf#page=97>), and/or the equivalent section of the current contract.

CCSU Grant Advisory Committee

- Current language in the Membership section of the committee by-laws: Five teaching faculty, with at least one from each undergraduate school, elected by the Faculty Senate for staggered two year terms. One non-voting administrator appointed by the President.
- Proposed update to Membership section: **Five teaching faculty, with one from each undergraduate school, elected by the Faculty Senate for staggered two-year terms. One non-voting administrator appointed by the President.**