

Committee on Committees Charter

Statement of Purpose

- Works with the Faculty Senate Executive Committee (FSEC) and others to coordinate the staffing of faculty on campus committees whether, elected, appointed, or volunteer to meet the membership requirements of each committee.

Operating Procedures

- Committee convenes to elect a committee chair and recorder.
- Requests an updated list of faculty and lecturers (new hires, new tenures, promotions, and sabbatical/retirement/leave status) from personnel.
- Creates, distributes, and collects volunteer faculty committees surveys, and assigns volunteer faculty including replacements and alternates when appropriate.
- Conducts elections for elected committees.
- Makes recommendations to the FSEC chair on appointed faculty committees from faculty volunteer form.
- Keeps up-to-date records of committee structures and compositions.
- Notifies faculty of committee assignments, division secretaries of DPC membership
- Posts committee assignments on the HCC intranet and checks for accuracy.
- Notifies committees of the deadlines to complete the mid-year and end-of-the-year reports to FSEC, collects the reports for the FSEC chair.
- The committee will review their charter annually and revise as needed (moved from Responsibilities of the Committee. The entire original Operating Procedures of the Committee is contained in the timeline, which was also present in the original document)

Authorization

Authorized by the FSEC May 2006

Structure of the Committee

- The COC is made up of five (5) faculty members from diverse campus programs.
- The current COC appoints the future COC.
- It is recommended that committee members (especially the individual elected as chair) be prepared to serve a two-year term.
- COC Chair is responsible for much of the coordination and work; the chair works very closely with the campus chair of FSEC.
- A member unable to serve on this volunteer committee must notify the COC chair (or convener, if a chair has not yet been appointed). The COC chair is responsible for finding a replacement.

Scope of Authority

- Appoint faculty-to-faculty volunteer committees.
- Makes recommendations to the FSEC chair on appointed faculty committees.
- Conduct elections (prepare, distribute, and tally ballots) for appropriate faculty committees.
- Appoints a convener for each faculty committee as is appropriate.

Meetings

- The first meeting in Fall is convened by the appointed convener and thereafter by the committee chair. The COC meeting schedule will be determined by the committee chair however the timelines listed below should be followed:

Timeline

April/May

- The committee chair should be chosen for the next academic year. A two-year term is recommended.

August to October

- The chair requests the undated faculty list from personnel at the beginning of the semester.
- Conduct Division Personnel Committees (DPC) elections for PCATT and Student Services as soon as possible. Check reappointment, tenure, & promotion calendar for deadlines. E-mail the results of the elections to the faculty list, post the results on the intranet, and notify the appropriate division secretaries.
- Student representatives need to be found for some committees by the Student Life Director.
- The chair e-mails conveners, as appropriate, to convene their committees, e-mail the information and meeting notes to the webmaster to be posted on the intranet.

January

- The chair requests the undated faculty list from personnel.

February

- The faculty volunteer committee survey is created and approved by FSEC chair.
- COC works on elected committee ballots for FSEC, DPC, and DCC for Division I, II, UC, and Academic Support. FSEC is run for PCATT and Student Services if appropriate.

March

- The faculty committee volunteer survey is created, distributed (via mailboxes and e-mail), and collected. The process should be completed by Spring Break.
- Potential faculty for appointed committees are forwarded to the appropriate

committee chairs.

April

- Elections for FSEC are run for all appropriate divisions.
- Elections for DPC and DCC are run for Division I, II, UC, and Academic Services. Elections for PCATT and Student Services DPC are run in the Fall.
- Faculty volunteer committees are selected after elected committees are formed. Faculty are notified of their committee assignments via e-mail.
- Faculty assignments are also posted on the intranet via the webmaster.

Documentation/Communication

- Information from this committee is disseminated to the greater campus community (faculty) by the faculty e-mail list and by e-mail to other appropriate non-faculty individuals.
- The committee chair will maintain all records. Meeting minutes are posted on the HCC intranet via the webmaster.

Charter created Fall 2005.

4/25/05