Adopted: April 2, 1996

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-457-96/EC
RESOLUTION ON
GENERAL COMMITTEES

Background Statement: During the summer of 1995, an Academic Senate ad hoc committee, consisting of Margaret Camuso, Nancy Clark, Charles Dana, Harvey Greenwald, John Hampsey, Tim Kersten, and Susan Opava, was formed to evaluate the organization and structure of the present Academic Senate committees and to make recommendations, if necessary, for improved committee functioning.

In order to evaluate the efficiency of the Senate's present committee structure, it identified what the Senate's key functions and roles were, then looked at whether the existing committee structure: (1) effectively carried out these key functions and roles; (2) utilized faculty time productively; (3) encouraged faculty participation; (4) duplicated committee responsibilities; (5) was outdated in any way; and (6) whether the present committee structure was fluid enough to accommodate current and potential changes occurring within higher education.

After careful evaluation, the following recommendations have been prepared by the Ad Hoc Committee to Review the Organization and Structure of Academic Senate committees.

WHEREAS, the effective functioning of Academic Senate committees depends strongly on its committee chairs; and

WHEREAS, the effective functioning of Academic Senate committees depends strongly on communication; therefore, be it

RESOLVED: That the attached revisions to the Bylaws of the Academic Senate be approved:

Proposed by the Academic Senate
Executive Committee
January 30, 1996

RESOLUTION ON ACADEMIC SENATE
GENERAL COMMITTEES
AS- -96/EC

For ease of deliberation, the following text has been excerpted from the *Constitution of the Faculty and Bylaws of the Academic Senate,* and suggested changes have been made in strikeout and underline format.

(Excerpted from *Bylaws of the Academic Senate,* Section VII. Committees)

VII. COMMITTEES

A. GENERAL

The functional integrity of the Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees which might be staffed either by appointment or election, as directed by the Senate.

B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include at least one representative from each college and from Professional Consultative Services. Additional ex officio representation may include ASI members appointed by the ASI president, the Chair of the Senate, faculty emeriti, and other representation when deemed necessary by the Senate. Ex officio members shall be voting members unless otherwise specified in the individual committee description.

During ~~the~~ second ~~week~~ of Spring Quarter, ~~the~~ ~~new~~ each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year. The caucus shall obtain ~~a~~ statemeat of williagaess to ~~serve~~ from ~~each~~ aOininee.

These nominations shall be taken to a meeting of the ~~newly~~ elected Executive Committee before the June regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists of nominations, unless another method of selection is specified in these Bylaws. Each appointed member shall serve for two years. No person shall be assigned concurrent membership on more than one standing committee, except Executive Committee members, who may serve on that committee and one other.

C. COMMITTEE CHAIRS

The Academic Senate Executive Committee shall appoint the chairs of the General Standing Committees. The chairs of these committees shall be nonvoting and may be chosen from within or outside the committee. If the

chair is chosen from within the committee, a new appointment to the committee shall be made by the Executive Committee from the chair s college to ensure that the college ha voting repr sentation. Committee chair appointments will be submitted to each committee for its approval. The chairs of the Special Standing Committees shall be elected annually by a majority vote of the eligible voters on the committee.

The chair need not be an academic senator. The chair shall be responsible for reporting committee activities to the Academic Senate. The chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings. Committee chairs shall meet with the Chair of the Academic Senate at least once per quarter.

D. OPERATING PROCEDURES

Operating procedures of each committee shall be on file in the office of the Senate.

E. MEETINGS

Meetings of all committees, except those dealing with personnel matters of individuals, shall be open. The time and place of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations. Minutes of each meeting shall be submitted to the Academic Senate office. A summary report shall be submitted to the Academic Senate Executive Committee at the end of each quarter. ~~year~~ end report shall ~~be~~ ~~submitted~~ to ~~the~~ ~~outgoing~~ ~~Executive~~ Committee ~~before~~ ~~the~~ June ~~regular~~ meeting of ~~the~~ ~~Senate~~.

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.