



California State
University **Chico**
Office of the President

Executive Memorandum 23-003

March 10, 2023

From: Gayle E. Hutchinson, President

A handwritten signature in black ink that reads "Gayle E. Hutchinson".

Subject: University Committee Review Committee

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the University Committee Review Committee.

Policy Title:	University Committee Review Committee
Contact:	Academic Senate Office
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	Const. of Senate, Art. 6, Secs. 2 and 3

University Committee Review Committee (UCRC)

University Committee participation is a critical component of the shared governance of Chico State. University committees provide invaluable service to the university, and provide opportunity for service for faculty, staff, students, and administrators while supporting the university's academic mission and strategic priorities.

I. SCOPE

There are approximately 40 permanent university committees involved in advising the administration of almost every area of decision-making on campus. The University Committee Review Committee (UCRC) promotes the organization and staffing of all permanent University committees, monitors the structure of each committee to ensure appropriate membership of each committee, reviews the scope of work and function of each committee, reviews the workload of each committee, the productivity of each committee, and requests renewal and verification of their policies as needed. Faculty, staff, administrator, and student participation on university committees is essential to maintain diverse perspectives from across the university and should be recognized and supported but with careful consideration of committee size for workload, staffing, and cost implications. The UCRC also advises committees as needed on

procedure and policy. The UCRC makes recommendations on committee structure, policy recommendations regarding committees, committee dissolution, and reports to the Executive Committee of the Academic Senate.

II. POLICY

Charge

The University Committee Review Committee is a permanent committee of the Academic Senate charged with coordinating, organizing, and tracking the policies and reviewing all the permanent University Committees. The UCRC will create a review schedule for all university committees, that includes a brief annual review of all committees, and a comprehensive review of each committee at least once every 5 years. In consultation with the Executive Committee of the Academic Senate, UCRC will identify 8-10 committees to undergo a comprehensive review each year.

Annual University Committee Review

Each year in March, the UCRC will solicit an annual review from each university committee, due by the end of the spring semester. The UCRC shall develop a template for annual reviews for the purpose of gathering consistent data across all university committees and streamlining the annual review process.

This review will include the following:

1. Frequency of meetings;
2. Major work accomplished in the year;
3. Issues with membership, scheduling, or conflicts in the committee operations;
4. A description of any significant issues that impeded the work of the committee;
5. A description of unfinished business and future goals;
6. Current membership; and, as available,
7. The chair-elect for the next academic year.

Five-year University Committee Review

The five-year review is a more comprehensive review of the committee structure, policies, and long-term goals. During the 5-year review, UCRC will ensure that,

1. The scope of work of the university committee is consistent with university strategic priorities and goals.
2. The charge and scope of the work of the university committee are still relevant for the educational mission of the university and reflect relevant university practices, federal and state law.
3. University committee membership is appropriate for the charge of the committee;
4. University committee membership is representative of a broad spectrum of disciplines;
5. Governing Executive Memorandum and operating rules are up to date;

Committees that fail to report either their annual or 5-year review, that have completed their charge, or that no longer meet, will be examined by the Academic Senate Executive Committee, which may initiate a process to determine whether they should be suspended or dissolved.

Reporting Structure

The University Committee Review Committee will report annually to the Executive Committee of the Academic Senate.

Committee Structure

Three-year staggered terms

One faculty member from each college, including from Meriam Library, appointed by the Executive Committee of the Academic Senate, voting.

The chair of the UCRC shall be elected from one of the faculty members at the last meeting of the academic year. The chair should be selected from faculty with at least one year of service on the committee.

One-year term

Associated Students President, or designee, voting

Staff Council Chair, or designee, voting

Academic Senate Vice Chair (non-voting), to serve as Secretary

III. RESPONSIBILITIES

The Chair of the University Committee Review Committee will:

- Convene the first meeting of the UCRC by the end of the fourth week of the semester;
- Establish the UCRC meeting schedule for the year;
- Set the agenda for each UCRC meeting;
- Maintain a list of all committees and their review history and review cycle;
- In consultation with the Educational Policies and Programs Committee Chair and the Faculty And Student Policies Chair, make recommendations on policy work to the Executive Committee of the Senate, as needed; and
- Provide an annual report to the Executive Committee of the Academic Senate.

Members of the University Committee Review Committee will:

- Organize, and track all of the permanent university committees and their work throughout the year;
- Each member will be assigned as a liaison for 4-5 committees to coordinate and track annual and five-year reviews of each committee;
- Review and, if appropriate, request updates of committee policies; and
- Communicate and report regularly to the UCRC.

Academic Senate Vice-Chair will:

- Serve as liaison between the UCRC and the Executive Committee of the Academic Senate; and
- Serve as Secretary to the UCRC.

IV. PROCEDURES

Work Cycle

Fall: At the first meeting of the fall semester, 8-10 committees will be identified to be reviewed for their 5-year review. Additionally, the committee will meet monthly to:

- identify problems and make recommendations to improve the effectiveness of the permanent committees;
- examine Executive Memoranda, and other documents related to assigned committees.

Spring: Collect annual reports from each university committee. Report to the Executive Committee of the Academic Senate on committees reviewed during the year.

*Please direct questions about this policy to **Academic Senate Office:** academicsenate@csuchico.edu

APPENDICES

1. Please see University Committee List:

http://www.csuchico.edu/fs/committee_list/index.shtml

2. Sample questions to consider during review of committees
 - Does the committee have provision for continuing its work when new members join?
 - Does the permanent committee regularly meet according to its charge? Is there a conflict with time and date of meetings? (meeting time sensitivity to staff or students)
 - Has the policy governing the permanent committee been reviewed on cycle? (At least every five years, the policy should be reviewed and ratified).
 - Does the committee have a policy, does an older policy need to be updated, or does one need to be written? (If so, the committee is advised to write a policy that governs their committee work, charge, membership, and reaches out to the University community, etc.).
3. See Rubric for Senate Documents: Minutes, Agendas, Membership
Through the cooperation of ITS and the Library will establish a Senate Documents workflow website to capture data about Senate Committee work over the academic year to be stored and shared for future access and preservation.
4. Chairs of Permanent University Committees:
 - Promote awareness of their committee's work and utilize committee organization to maintain the committee's public presence online (in the CSU Senate Documents Repository) and report on its membership, agendas, and the minutes of all meetings (see rubric for condensed minutes in appendix 3)
 - Promote committee participation
 - Work with the University Committee Nominating Committee to replace members as needed
 - Keep notes on basic procedure and customs of the committee, which serve to orient new committee members and new Chairs to the committee. These notes will serve as a "turn-over file" of basic practice and experience to maintain continuity over time and to offer ideas to future committee members.