2016-2017
Committee on Committees
Agenda
Meeting #2

8:30 a.m.
October 25, 2016
Brink Hall Faculty-Staff Lounge
Order of Business

Call to Order.

Minutes.
• Approval of the minutes of meeting #1 of 2016-2017, September 29, 2016.

Business.
• Vacancies
  o UCGE – Agriculture
  o Safety & Loss – Agriculture
  o ASUI
• Email voting in committees (FSH 1620)

Unfinished Business.
• Staff and Student Appointments (FSH 1620 B-5 and B-10)
• Address year-round service on SDRB & SAC (serve until replacement is elected FSH 1640.93 & 1640.83)

Adjournment.

Professor Patrick Hrdlicka, Chair 2016-2017

Attachments:
  Minutes of 2016-17 CoC Meeting #1
  FSH 1640, 1620
Present: Patrick Hrdlicka (Chair), Don Crowley (w/o vote), Bahman Shafii, Sarah Nelson, Stephanie Ramirez, Ingrid Spence, Jeanne Stevenson, Ann Thompson (w/o vote) Absent: Cruz Botello, Indrajit Charit, Chuck Morrison

The meeting convened at 9:03 a.m. The minutes of the 2015-16 meeting #10, April 28, 2016, were unanimously approved (Shafii/Stevenson).

Introductions/meeting time: Following introductions the committee discussed possible meeting times for fall semester. The preference form states that 2:30 on Wednesday is the usual time for the meeting. However, not everyone can meet at this time during the fall semester. It was determined that Chair Hrdlicka would use Doodle to schedule any future meetings. A set meeting time for the coming spring when the committee begins to meet weekly would need to be established. The chair commented that it was likely to fall back to the time noted on the preference form, Wednesday at 2:30.

Committee Timeline: The overview of the ConC timeline was presented. This gives members an idea of what lay ahead and that spring is where the bulk of the work begins.

Vacancies: Chair Hrdlicka noted that we were having particular trouble in filling the CALS position in Safety & Loss and UCGE. Professor Shafii indicated he knew of a few faculty that he could ask. A motion (Nelson/Spence) to approve the Staff and ASUI as distributed passed unanimously.

Committee Preference Form: The committee reviewed the preference form to be sent out in November. After a few minor edits to the form, it was moved and approved (Shafii, Ramirez) to accept the form with noted edits.

FSH 1640.22 and others: The chair then presented various title changes due to a restructuring within the administration, namely Division of Finance and Administration and Division of Infrastructure. A member commented that given the many administrative title changes over the years that perhaps a more common title could be assigned to an area, such as “vice president or director of ...”, and adding “or designee”, avoiding the need to continually update policy. After a brief discussion the committee voted and unanimously approved the changes as presented (Shafii/Ramirez).

FSH 1620 – Email Voting: The chair asked the committee for approval for this committee to allow voting by email for non-policy related items, such as appointment changes. It was moved and seconded (Spence/Shafii) to allow this type of email voting, with the understanding that should anyone have a problem with a specific vote, it would be added to a future agenda. The motion was unanimously approved.

The committee then embarked on a broader topic of putting something in policy allowing all senate committees to vote by email. It should be made clear the intent was to allow for business to proceed and to stress the importance that members who vote should have been involved in discussion of the topic under consideration for vote. In general, members were supportive of this proposal and felt it was worthwhile to pursue. The Faculty Secretary’s Office and the Chair would develop some policy language and return for future discussion on this topic.

With a quorum rapidly disintegrating a motion to adjourn (Shafii/Sprague) was unanimously approved at 9:49.

Respectfully submitted,
Don Crowley, Faculty Secretary
UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process, in 2008 minor changes were made to B-2, 13 and C-13, and in 2010 Faculty Council was changed to Faculty Senate and B-7 was revised to address chair appointments. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07, 7-08, 7-10]

CONTENTS:

A. Function, Structure, and Membership of Committees
B. Regulations Governing Committees
C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Senate website at http://www.webpages.uidaho.edu/facultycouncil/committees.htm, after the beginning of the academic year by the Committee on Committees, and copies of the booklet can be downloaded and printed from the website. [rev. 1-07, ed. 7-10, 12-13]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, senate or similar body. [ed. 7-10]

B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Senate. [rev. 1-07, 7-08, 7-15, ed. 7-10]

B-3. Ad hoc committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.

B-4. The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of standing committees of the university faculty. The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members. [ed. 7-10]

B-5. In selecting staff members to serve, the Committee on Committees seeks nominations from the Staff Affairs Committee, which considers expressions of interest by employees to serve on various committees and the qualifications of employees with reference to existing committee vacancies. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in committee service is not charged against the employee’s annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on the Staff Affairs Committee itself, it is expected that the
employee will first secure the consent of his or her supervisor before becoming a candidate.)

**B-6.** Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

**B-7.** Unless otherwise noted within the structure of a committee in FSH 1640, chairs are selected by the Committee on Committees. The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person. [rev. 7-10]

**B-8.** The president of the university, or the president’s designee, is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Senate, the president or the president’s designee serves without vote. [ed. 7-10]

**B-9.** The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the Senate. [ed. 7-10]

**B-10.** Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Senate, the Committee on Committees receives nominations from the ASUI, GPSA and SBA to fill positions established for student members of faculty committees. [See 1640.] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum. [rev. 1-07, 1-14, 7-14, ed. 7-10]

**B-11.** The membership of individual members of standing committees of the university faculty may not be terminated involuntarily except for cause and with the concurrence of the Faculty Senate. [ed. 7-10]

**B-12.** UI committees meet on the call of the chair. Committees under the jurisdiction of the university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members. [rev. 1-07],

**B-13.** A quorum for any committee under the jurisdiction of the university faculty or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee structure. [add. 1-07, rev. 7-08]

**B-14. Voting:**

- Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Senate. [ren. 1-07, ed. 7-10]
- Email voting under some circumstances is allowable. However, it must be agreed to by all members at the meeting. There must be an explicit understanding that anyone can ask that voting be delayed until the next meeting as a group. Examples of email voting include: committee is nearing the end of a meeting and discussion has been sufficient for the secretary/chair to draft a recommendation, confirming nominees/appointments, etc.

**B-15.** Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier. [ren. and rev. 1-07]

**B-16.** Open Committee Meetings. [ren. 1-07]
a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and ad hoc committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters, [see B-16-d]. [ed. 7-00, rev. 1-07]

b. Observers may speak only by invitation of the chair.

c. Observers may use their own tape recorders or other recording devices. Also, they will be provided a copy of any recordings made by the committee, if they request a copy through regular channels and pay the full costs involved in making the copy.

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board’s first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair’s opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified. [ed. 1-07]

B-17. Standing committees are to keep minutes and to distribute them as provided in C-7. [ren. 1-07]

B-18. Smoking is prohibited in official meetings and hearings of UI committees. [ren. 1-07]

B-19. Rules of Order. [See 1520 VI.] [ren. 1-07]

C. GUIDELINES FOR COMMITTEE CHAIRS. These guidelines were developed by the Committee on Committees as suggestions for the effective handling of committee business and clarification of certain minimal requirements of these committees. The Committee on Committees recognized that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

C-1. At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained. [rev. 1-07]

C-2. Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary. [rev. 1-07]

C-3. To ensure that committee business is not delayed when the semester begins, committee chairs are encouraged to solicit names of staff and students for any vacant position and submit same to the Faculty Secretary’s Office for consideration and confirmation.

C-3. Establish the best means of getting in touch with each student member.

C-4. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered. [rev. 1-07]

C-5. Send an agenda with the call of a meeting to all members and post it to the committee’s web page at
C-6. Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented.

C-7. Send Post-approved minutes of each meeting of the committee to the Faculty Secretary’s Office at facsec@uidaho.edu on the committee’s webpage at http://www.webs.uidaho.edu/facultycouncil/committees.htm and send copies to members of the committee. Committees that address matters with confidential employee or student matters, shall keep such minutes confidential. All materials for these committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the work of the committee. To assist with record keeping, number meetings of the committee consecutively; e.g., “minutes#1_mmddyy.” [rev. 1-07]

C-8. Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be affected by the committee’s action to present their views to the committee. [ren. 1-07]

C-9. Inform those who are affected by the committee’s actions of such actions. [ren. 1-07]

C-10. Promptly submit reports of actions requiring approval by the Faculty Senate in care of the Office of the Faculty Secretary for placement on the Faculty Senate agenda. Be prepared to attend the Faculty Senate meeting to answer any questions that arise. [ren. & rev. 1-07, ed. 7-10]

C-11. Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive absences. Excessive absences will be referred to Committee on Committees to determine whether cause exists to replace the member. [ren. & rev. 1-07]

C-12. Prepare a brief year-end report for submission to the Faculty Senate in care of the Office of the Faculty Secretary for distribution. [ren. & rev. 1-07, ed. 7-10]

C-13. Prepare a transition file for next year’s chair highlighting past issues (year-end report could be used), issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of the new committee to ease transitioning. [ren. & rev. 1-07, rev. 7-08]

C-14. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. [ren. 1-07]
A. Function. To conduct a review at the request of a student who wishes to appeal a decision of any Student Disciplinary Review Board panel in matters that include a sanction of suspension, expulsion, or withholding or revoking a degree. A subcommittee (see B-1 below) of the Student Appeals Committee, will make a determination as to whether the student’s appeal meets the qualifications as stated in FSH 2400 C-6.

B. Structure and Membership. The committee shall be composed of eleven members to include six faculty (at least two will be from the current year’s Faculty Senate), two staff, and three students (at least one undergraduate and one graduate student) who will be eligible to serve on a subcommittee as noted in B-1 below. The term of membership is three years, with initial terms staggered to form a rotation pattern.

B-1. Subcommittee: For each appeal, the Chair of the Student Appeal Committee shall appoint a three member subcommittee and designate a chair. Each subcommittee will consist of at least one faculty member and, if possible, at least one student. A student may not chair any subcommittee. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review.

C. SPECIAL CONSIDERATION. Each committee member will be required to participate in Title IX training and other training as needed. Members serving on the Student Appeal Committee should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, Student Appeal Committee members may need to be available for approximately two to four hours within as little as five days of a student being notified of a decision of an SDRB panel review.

Outgoing committee members should be aware that their appointment will be in place until their replacement is confirmed and available to meet, including having received the required Title IX training.

1640.93
STUDENT DISCIPLINARY REVIEW BOARD (SDRB)

A. FUNCTION. UI’s disciplinary review process for alleged violations of the Student Code of Conduct is established and maintained for the handling of disciplinary matters concerning UI students (“student” is defined in FSH 2300 I.A-6 and 2400 A-1. The SDRB is one of the reviewing bodies involved in the review process set out in FSH 2400 which covers any and all matters that are related to and consistent with the Student Code of Conduct (FSH 2300) and the Statement of Student Rights (FSH 2200). [rev. 7-14, 7-16]

B. STRUCTURE AND MEMBERSHIP. The SDRB is broadly representative of the academic community. The SDRB consists of thirteen members: five faculty members, two staff, five undergraduate students and one graduate student. The chair is responsible for forming a panel (see B-1 below) and designating the chair. Given the nature of responsibility of the Chair of SDRB, Committee on Committees will first consider a tenured faculty member. [rev. 7-14, 7-16]

B-1. Panel: The chair of the SDRB shall appoint a three person panel from the committee to hear matters presented to the SDRB pursuant to FSH 2400. Each panel will consist of at least one faculty member and, if possible, at least one student. A student may not chair any panel. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review. [add. 7-16]

C. SPECIAL CONSIDERATION. Each committee member will be required to participate in Title IX training and other training as needed. Members serving on the SDRB should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, SDRB members may need to be available for approximately two to four hours within as little as five days of a student being notified of the alleged violation of the Student Code of Conduct. [add. 1-14, rev. 7-14, 7-16]

Outgoing committee members should be aware that their appointment will be in place until their replacement is confirmed and available to meet, including having received the required Title IX training.