

## University Committee Review – ad hoc Final Report 2-15-2017

### Charge

In adherence to the spirit of University Senate Constitution bylaw II. D. The committee should research and review University standing committees (Provost, President, OKED, etc.) with the following preliminary goals in mind: compile a list of committees most important to the Senate, explore ways in which communication can be improved between these committees and the Senate, evaluate current levels of faculty representation, make additional recommendations as appropriate.

The committee will also review Bylaw II. D. of the Senate constitution and provide feedback on whether changes to this bylaw are needed and/or warranted. This feedback and any possible change recommendations will be provided to the Bylaws Review Task Force.

### Roster

Kathleen Puckett, Senate President  
 Brenda Hosley, President – elect downtown Phoenix campus  
 Igor Shovkovy, President – elect Polytechnic campus  
 Shirley Rose, President – elect Tempe campus  
 Stefan Stantchev, President – elect West campus

ex officio membership  
 Chuck Barbee, Director University Senate office

### Review process

After its initial meeting the committee members split each of the committees listed on the Provost roster of boards committees and councils amongst each of the four campus presidents. Using the information on the Provost website, each of the committee members compiled information on the following topics (see appendix A):

COMMITTEE	Active?	CLEAR MISSION STATEMENT.?	FACULTY REPRES.? IF NOT, IS IT NEEDED?	KEEPS SENATE INFORMED? / IF NOT, SHOULD IT?	NOTES:	Recommendation:
-----------	---------	---------------------------	--	---	--------	-----------------

After reviews were performed the committee convened to discuss each of the committees individually in order to make a final determination on each of the issues presented in the graphic above. One of the committee’s goals was to develop a list of committees that the Senate would request an annual report. A second list was developed to codify University committees that the Senate would annually offer assistance (fall semester). The final classification was to develop a list of committees that could benefit from a deeper and more thorough review. The following committees were classified into each of these categories after the final meeting:

### Office of the University Senate

Committee's to Request Annual Reports

- Commission on the Status of Women
- University Promotion and Continuing Appointment Review Committee
- University Promotion and Tenure Review Committee
- IT Leadership Council
- General Studies Council
- Public Safety Advisory Committee, downtown Phoenix campus, Polytechnic campus, Tempe campus, West campus
- Provost Native American Advisory Council

Committees to Offer Annual Assistance to in the Fall Semester

- Commission on the Status of Women
- All OKED committees reporting up to the Research and Creative Activities Committee
- IT Leadership Council
- Public Safety Advisory Committee, downtown Phoenix campus, Polytechnic campus, Tempe campus, West campus
- Provost Native American Advisory Council

Committees Recommended for Deeper Research and Review by the Provost Office

- General Studies Council
- Ombudsperson committee

Committees That Might Benefit from Faculty Representation

- Martin Luther King planning committee, Tempe campus

**University Committee Recommendations to the Provost**

- Communication and accessibility with committee members would improve if rosters contained live links to the individual's staff directory profile.
- Because the Provost committee location is the sole source for information on each of these committees, it is requested that the charge and membership selection process for each of the committees be clearly stated. This will assist the rotating Senate in determining how it might assist with items relevant to its own purview and communicating with faculty members assigned to each of the committees.
- Request that the Provost office consider executing further review on the General Studies Council and Ombudsperson Committee. The Senate is happy to assist in this review to ensure that both of these important committees are functioning efficiently and effectively.
- Recommend that the University Senate office implement protocols to ensure that each of the committees noted above receive annual correspondence to offer assistance and/or to receive an annual report. Each annual report will be housed on the University Senate website for Academic Assembly member review.

**Office of the University Senate**

- The committee also reviewed Bylaw II. D. and made the following observations and recommendations:

The committee believes that periodic review of the University committees is necessary and recommends only one small change to Bylaw II. D.

#### Current wording

University standing committees and boards report to the university president, filing a copy of all reports promptly with the UAC for transmittal to the appropriate liaison senate standing committee(s).

#### Proposed wording

University standing committees and boards report to the university president, **when requested**, filing a copy of all reports promptly with the UAC for transmittal to the appropriate liaison senate standing committee(s).

### **Conclusion**

The review of the Provost roster of committees boards and councils was an important exercise in determining ways in which the Senate might better assist university level initiatives by working collaboratively with peer committees. It was agreed that in order to efficiently accomplish this level of collaboration University committee website rosters and charge and membership narratives should be as detailed as possible. Overall, the committee found that there was strong faculty representation throughout the university committee system. Utilizing primarily anecdotal information and feedback, the committee is concerned that the Ombudsperson's Committee and the General Studies Council may benefit from additional and more thorough review.

This ad hoc committee reminds the Senate that continued diligence on the part of subsequent Senate leadership teams will be critical to maintaining, and strengthening, the insertion of the faculty perspective into ASU decision-making.

### **Office of the University Senate**

Interdisciplinary B Room 361  
PO Box 181703 Tempe, AZ 85287-1703  
480-965-2222 Fax: 480-965-0814  
[usenate.asu.edu](http://usenate.asu.edu)



University Committee Review  
Senate ad hoc committee Academic Year 2016 – 17

Appendix A

Reviews to follow on subsequent pages

**Office of the University Senate**

Interdisciplinary B Room 361  
PO Box 181703 Tempe, AZ 85287-1703  
480-965-2222 Fax: 480-965-0814  
[usenate.asu.edu](http://usenate.asu.edu)

Brenda Hosley, PhD, RN, CNE  
 Clinical Associate Professor  
 Program Director, Baccalaureate Health Programs  
 College of Nursing and Health Innovation  
 Substitute President-elect, Downtown Campus Senate  
 Arizona State University  
 550 North 3<sup>rd</sup> Street  
 Phoenix, AZ, 85004

**To: Kathleen Puckett, Chair, Senate Standing Committee Review Task Force**

**UNIVERSITY STANDING COMMITTEES SENATE REVIEW**

**GENERAL OBSERVATIONS:**

The Provost standing committees webpages are easy to locate and most have clear mission statements. I agree with my colleague the lack of live links of membership profiles, outdated profiles, or underdeveloped profiles creates an unnecessary wall between webpage viewer and content.

<b>COMMITTEE</b>	<b>Active?</b>	<b>CLEAR MISSION STATEMENT.?</b>	<b>FACULTY REPRES.? IF NOT, IS IT NEEDED?</b>	<b>KEEPS SENATE INFORMED? / IF NOT, SHOULD IT?</b>	<b>NOTES:</b>	<b>Recommendation:</b>
Admission Appeals	Yes	Yes	I see administrators listed but not faculty. Yes it is needed	No/No	I only see two names listed other than the chair <ul style="list-style-type: none"> <li>• Arthur Blakemore, Vice Provost and Professor</li> <li>• Duane Roen, Dean and Professor</li> <li>• Chair Melissa Pizzo</li> </ul> Dean, Admission and Financial Aid Services	I am not clear who is on the committee what is considered multiyear (2 or more?) would be helpful to have appointees listed. Also what does it mean they meet regularly (weekly, monthly) Believe the website could be more informative.

Animal Users Advisory Committee	Yes	Yes	Yes	No/maybe via OKED report	Several voting and non-voting members reports to OKED does it need to be in report that comes to senate from OKED	Review the new RCA policy to see if it fits there.
Arizona High School– College Relations Council	Yes	No	No	No	Appointed to the committee by the vice president for enrollment management and services.	I don't think we need to be involved as a Senate
ASU Commission on the Status of Women	Yes	Yes	Yes	Yes/Yes	At least one faculty member is appointed per campus.	I believe it would be helpful to have a report to the Senate about issues and concerns on the four campuses.
ASU Family Resources Advisory Board	Yes	Not as clear	Yes	No/No	The board is advisory to the coordinator of ASU Family Resources but not clear who that is. President appoints students based on recommendation of the senior vice president for Educational Outreach and Student services. I am not clear who appoints the faculty.	Since only advisory I believe we could ask the appointing body to report if necessary

ASU Health Services Advisory Committee	Yes	Yes	Yes	No/No	The committee is appointed by and responsible to the senior vice president for Educational Outreach and Student Services for	Since only advisory I believe we could ask the appointing body to report if necessary.
--	-----	-----	-----	-------	--	--

					multiyear terms. Student members are appointed by the president on the recommendation of the senior vice president for Educational Outreach and Student Services.	
ASU Staff Council	Yes	Yes	No	No/No	Unclear how appointed	
Career Services Advisory Committee	Yes	Yes	Yes	No/Yes	The committee is appointed by and responsible to the senior vice president for Educational Outreach and Student Services for two-year terms.	It would be informative to have a brief report for the senate.
College Board	Not sure	No	?	?	The representative to the College Board is Kent Hopkins, Vice President for Enrollment Management and Services. His appointed alternate is Melissa Pizzo, Dean of Admission and Financial Aid Services.	Not clear what the mission is

College Scholarship Service Assembly	Not sure	No	?	?	The representative to the College Scholarship Service Assembly is Melissa Pizzo, Dean of Admission and Financial Aid Services, and was	Not clear what the mission is
--------------------------------------	----------	----	---	---	--	-------------------------------

					appointed by Kent Hopkins, Vice President for Enrollment Management and Services.	
Committee for Campus Inclusion	Yes	Yes	? not sure	No/Yes		I think it would be helpful to have a brief report to the senate regarding issues and how the university addresses the issues.
Faculty Athletic Representative	Yes	Yes	Yes	Yes/Yes	Reports to Senate once a year	Continue yearly reporting to the Senate



Igor Shovkovy  
 President-elect, Polytechnic Campus  
 Associate Professor  
 College of Integrative Sciences and Arts  
 Arizona State University  
 6073 S. Backus Mall, Wanner 340L  
 Mesa, AZ 85212-6420

**To: Kathleen Puckett, Chair, Senate Standing Committee Review Task Force**

UNIVERSITY STANDING COMMITTEES SENATE REVIEW

<b>COMMITTEE</b>	<b>RUNNING?</b>	<b>CLEAR MISSION STATEM.?</b>	<b>FACULTY REPRES.? IF NOT, IS IT NEEDED?</b>	<b>KEEPS SENATE INFORMED? / IF NOT, SHOULD IT?</b>	<b>NOTES:</b>	<b>Recommendation:</b>
<b>Radiation Safety Committee</b>	Yes	Yes	Yes	No/No	The committee is appointed by the operations director of the Office Knowledge Enterprise Development and responsible to the associate vice president for Knowledge Enterprise Development.	None.
<b>Regents' Professors Nomination Committee</b>	Yes	Yes	Yes	No/No	The committee is responsible to and submits recommendations to the university provost and the president; Recommended candidates are presented to the Arizona Board of Regents for their review and final approval.	None.
<b>Residency Classification Appeals Board</b>	Yes	Yes	Yes	No/No	This is a decision-making board, authorized by the Arizona Board of Regents and the president, to hear appeals on student residency classification. The committee is appointed by and responsible to the University Registrar Services for multi-year	This committee is subject to the Open Meetings Policy

					terms. Student members are appointed by the president on the recommendation of the vice provost for enrollment management.	
<b>Student Media Advisory Board</b>	Yes	Yes	Yes (?)	No/No	Board oversees the operations of Student Media	None.
<b>Sun Devil Athletics Board</b>	Yes	Yes	Yes	No/Yes (?)	The board is advisory to the president on policies, programs and other matters pertaining to intercollegiate athletics. The board, comprised of faculty and student members, is appointed by and responsible to the president (three year terms).	None.
<b>Sun Devil Fitness Board</b>	Yes	Yes	No/No (?)	No/No	The board is advisory to the senior vice president for Educational Outreach and Student Services (EOSS) on matters of general policies and budget and for the expansion and renovation for the Sun Devil Fitness Complex.	None.
<b>University Graduate Council</b>	Yes	Yes	Yes	No/Yes (?)	The University Graduate Council consists of faculty from each campus who review and make recommendations regarding the quality and nature of programs, policies, and standards related to graduate education. The council serves in an advisory capacity to the vice provost for graduate education.	What is its precise function/role in approving of graduate programs?
<b>University Hearing Board</b>	Yes	Yes	Yes	No/No	The board is appointed by and responsible to the senior vice president for Educational Outreach and Student Services.	None.
<b>University Promotion and Continuing Appointment Review Committee</b>	Yes	Yes	Yes	No/Yes (?)	The committee provides the final university-level peer review for academic professionals for continuing appointment and promotion and makes recommendations to the university provost. The members of the committee are appointed by the university provost upon	The work of this committee affects a large fraction of the ASU employees (!)

					recommendation of the deans and serve three-year terms.	
<b>University Promotion and Tenure Committee</b>	Yes	Yes	Yes	No/Yes (?)	The committee reviews all petitions for promotion and tenure and makes recommendations to the university provost. The committee and the committee chair are appointed by and responsible to the university provost.	It seems that the oversight from the senate could play an important role here
<b>University Undergraduate Standards Committee</b>	Yes	No	Yes	No/No	The committee is advisory to the university provost regarding undergraduate student petitions that concern university-wide academic requirements. The committee is appointed by and responsible to the university provost (two-year terms).	None.

STEFAN STANTCHEV, PhD  
 Associate Professor of Mediterranean History  
 School of Humanities, Arts & Cultural Studies  
 Program Director, MA in Interdisciplinary Studies  
 New College of Interdisciplinary Arts & Sciences  
 President-elect, West Campus Senate  
 Arizona State University  
 4701 W. Thunderbird Rd, Glendale, AZ 85306-4908

UNIVERSITY STANDING COMMITTEES SENATE REVIEW

GENERAL OBSERVATIONS:

Provost standing committees webpages tend to be easy to use and to feature tightly yet clearly written and precise mission statements as well as well-organized lists of membership. However, the absence of live links to membership profiles, outdated profiles, or underdeveloped profiles erects an unnecessary wall between webpage viewer and content.

COMMITTEE	RUN NING?	CLEAR MISSION STATEM.?	FACULTY REPRES.? IF NOT, IS IT NEEDED?	KEEPS SENATE INFORMED? / IF NOT, SHOULD IT?	NOTES:	Recommendation:
General Studies Council	Yes	Yes	Yes	No/No	Many (most?) profiles are non-existent or provide insufficient information. Inaccurate membership information.	Improve website information.  Task Force discussion:

						Appropriate to assess workings of GSC?
<b>Honorary Degrees Committee</b>	Yes	Yes	Yes	No/Unsure	None.	None.
<b>Honorary Degrees Committee</b>	Yes	Could be expanded.	Yes	No/Unsure	Lacks live links to faculty profiles.	Add live links to profiles. Insert link to Honors College mission statement?
<b>Human Subjects Institutional Review Board</b>	Yes	Yes	Yes	No/No	Lacks live links to profiles.	Add live links to profiles.
<b>Human Subjects Institutional Review Board</b>	Yes	Yes	Yes	No/No	Lacks live links to profiles.	Add live links to profiles.
<b>Institutional Biosafety Committee</b>	Yes	Yes	Yes	No/No	Lacks live links to profiles.	Add live links to profiles.
<b>Intellectual Property and Institutional Review Committee</b>	Yes	Yes	Yes	No/No	Lacks live links to profiles.	Add live links to profiles.
<b>Interdisciplinary Committee on Linguistics</b>	Yes	See notes.	Yes	No/No	Unclear raison d'être. What makes linguistics courses unique? Why are courses in other areas not coordinated in the same fashion across campuses and units? Was there a particular historical circumstance that resulted	Replace or remove dead link.  Add live links to profiles.

					<p>in the creation of this committee? If so, is that rationale still valid?</p> <p>The courses in question seem to be linguistics courses offered by various units rather than “interdisciplinary linguistics courses.” The committee itself seems multidisciplinary, not interdisciplinary.</p> <p>Does the scope of this committee’s work justify the size of its membership?</p> <p>Dead link atop of mission statement. Lacks live links to faculty profiles.</p>	<p><b>Task force discussion</b> of committee.</p>
<b>Investment Committee</b>	Yes	Yes	See notes	No/Probably	<p>Lacks live links to profiles.</p> <p>There seems to be no active faculty member on the committee (one emeritus).</p>	<p>Add live links to profiles.</p> <p>Raise the question whether there should be an active faculty member?</p>
<b>IT Leadership Council</b>	Yes	Yes	See notes	No/Probably	<p>Lacks live links to profiles.</p> <p>Faculty seems to be underrepresented (1/15?). Limiting the size of the committee might indeed, as the statement points out, ensure its efficient operations. However, efficiency should not come at the expense of faculty involvement particularly in an area that has caused much concern to faculty.</p>	<p>Add live links to profiles.</p> <p><b>Task force discussion.</b></p>

<b>Library Appeals Board</b>	Yes	No	Yes	No/No	In order to understand the mission statement one needs to know what the ASU Libraries administrative appeals officer does. This is not explained, nor is a link provided.	Improve mission statement. Add link.
<b>Martin Luther King Jr. Celebration Planning Committee - Polytechnic campus</b>	Yes	Yes	Unclear, see notes	No/No	Lacks live links to profiles.	Add live links to profiles.

Shirley Rose's Committee Review  
 President-elect Tempe Campus

<b>COMMITTEE</b>	<b>RUN NING?</b>	<b>CLEAR MISSION STATE-MENT??.?</b>	<b>FACULTY REPRES.? IF NOT, IS IT NEEDED?</b>	<b>KEEPS SENATE INFORMED? / IF NOT, SHOULD IT?</b>	<b>NOTES:</b>	<b>Recommendation:</b>
<b>Martin Luther King, Jr. Celebration Planning Tempe Campus</b>	Yes	Yes	1 Academic Professional	No/No	All members appear to be staff	Add live links to members' directory profiles
<b>Martin Luther King, Jr. Celebration Planning – West Campus</b>	Yes	Yes	Yes: 10 or 16 members are faculty	No/No	Mission statements differ slightly across campuses and these does not seem to be a committee for the Downtown campus	Add live links to members' directory profiles
<b>Memorial Union Advisory Board</b>	Yes?	Yes	Yes	No/No	Committee description specifies one faculty member; Membership list is dated 2015-16 and some student members are not named	Add live links to members' directory profiles
<b>National Scholarships and Fellowships</b>	Yes	Yes	Yes/Yes	No/ No	Committee membership makeup is specified; current roster may need updating	Add live links to members' directory profiles
<b>Ombudsperson Committee</b>	Yes	Yes	Yes	No: reports to Pres/ Yes	A regular general report of activities would help assure that committee is functioning	Request yearly summary report?
<b>Parking citations Appeals Board</b>	Yes	Yes	Yes	No/No	Faculty and Academic Professional members are named; membership appears to be up to day	Add live links to members' directory profiles
<b>President's Professor Advisory Panel</b>	Yes	Yes	Yes	No/No	Roster appears to be up to date;	Add live links to members' directory profiles
<b>Provost Native American Advisory Council</b>	Yes	Yes	Yes	No/Yes	Mission statement indicates Committee has some curricular oversight and also supports faculty	Request yearly summary report? Add live links to



					recruitment efforts, so report to Senate seems appropriate	members' directory profiles
<b>Public Safety Advisory Committee – Downtown Phoenix campus</b>	Yes	Yes	Yes	No/Yes	Regular annual reports would sere to keep faculty and academic professional informed about important safety issues, such as crime on campus, weapons regulation, or other safety concerns	Request annual summary report? Add live links to members' directory profiles
<b>Public Safety Advisory Committee – Polytechnic Campus</b>	Yes	Yes	Yes	No/Yes	Regular annual reports would sere to keep faculty and academic professional informed about important safety issues, such as crime on campus, weapons regulation, or other safety concerns	Request annual summary report? Add live links to members' directory profiles
<b>Public Safety Advisory Committee – Tempe Campus</b>	Yes	Yes	Yes	No/Yes	Regular annual reports would sere to keep faculty and academic professional informed about important safety issues, such as crime on campus, weapons regulation, or other safety concerns	Request annual summary report? Add live links to members' directory profiles
<b>Public Safety Advisory Committee – West Campus</b>	Yes	Yes	Yes	No/Yes	Regular annual reports would sere to keep faculty and academic professional informed about important safety issues, such as crime on campus, weapons regulation, or other safety concerns	Request annual summary report? Add live links to members' directory profiles