Committee on Committees Standing Rules Review
of all Faculty Senate Committees

Academic Advising Council
The Standing Rules for the Academic Advising Council appear to be clear and concise. However, there remains a reference to the Academic Planning and Assessment office among the service units that may send a representative to this council. That office no longer exists. It’s not clear from the OSU Webpage announcing this (http://oregonstate.edu/ap/) which office might replace Academic Planning and Assessment (if any) for representation on the Academic Advising Council.

These Standing Rules were last revised in 2007. They may come up for routine Committee on Committees review in the next year or so but, before then, at the least the rules ought to be revised to reflect the loss of the Academic Planning and Placement office.

William E. Loges
Chair, Committee on Committees, January 23, 2012

Edited to add: The reference to an obsolete office noted above was not rectified by the changes to these rules approved this year. WEL, July 2, 2012

Academic Advising Council
Standing Rules
The Academic Advising Council furnishes support and information to those units on campus that provide academic advising for undergraduate students and makes policy and procedure recommendations to the Faculty Senate for consideration.

The Council shall be composed of a Head Advisor or designated representative from each academic college and one or more representatives from each service unit involved in advising undergraduate students, and a student representative. Each of the academic colleges and the service units represented shall have one vote on the council. A change in the Standing Rules is required to add or delete a voting member.

The Chair and Secretary shall be chosen by the Council in a manner to be determined by that body.

The immediate past chair of AAC shall participate on the Faculty Recognition and Awards Committee in selecting the recipient of the Dar Reese Excellence in Advising and the OSU Academic Advising Award and shall be a liaison member of the Curriculum Council. The following year, this individual shall be a representative to the Academic Affairs Council. In the event that the individual cannot fulfill his or her duties, the AAC chair will appoint a replacement.

AAC MEMBERSHIP (voting members, limited to one (1) vote/unit):
Head Advisors: Includes each of the academic colleges that advise undergraduate students, as well as University Honors College, University Exploratory Studies Program, and the OSU-Cascades Campus:
• College of Agricultural Sciences
• College of Business
• College of Education
• College of Engineering
• College of Forestry
• College of Liberal Arts
• College of Pharmacy
• College of Public Health and Human Sciences
• College of Science
• OSU-Cascades Campus
• University Honors College
• University Exploratory Studies Program

One vote representing each of the following service units involved in advising (or providing support for advising). One or more representatives may attend.

• Academic Success and Engagement
• Academic Planning and Assessment
• Enrollment Management
• Intercultural Student Services
• International Programs
• Office of the Dean of Student Life
• OSU Extended Campus
• Student Representative

Non-voting members: The non-voting membership of the AAC consists of units whose work supports academic advising, but whose mission, goals, or responsibilities largely lie outside of academic advising. Non-voting members are listed in the AAC Guidelines, and a vote of the Council to change the Guidelines is required for a unit to become a non-voting member.

(06/09; 06/07)

**Academic Requirements Committee**
The Standing Rules for the Academic Requirements Committee are very crisp and do not appear on their face to be in need of revision. It is clear that this committee has broad discretion to interpret university policy and rules and decide unusual cases when petitioned. Appropriate representation of stakeholders is clearly indicated.

This committee is capable of making recommendations to the Academic Regulations Committee, which is up for its routine evaluation by the Committee on Committees this year. If there are any problems with that recommendation process, we will have an opportunity to be made aware of it this year.

These Standing Rules were last revised in 2005. There doesn’t appear to be any obvious need to revise them presently, but the committee might benefit from using its experience to evaluate them before the routine Committee on Committees review.

*William E. Loges*
**Academic Requirements Committee**  
**Standing Rules**  
The Academic Requirements Committee considers and acts on Student Petitions referred to the Committee by the Office of the Registrar. Such petitions normally request approval of deviations from Academic Regulations or procedures and, in special cases, may require interpretations of the regulations. In considering academic matters or problems, the Committee consults with appropriate individuals, committees, or academic units. The Committee may recommend changes for improvement of regulations or procedures to the Academic Regulations Committee. The Committee consists of seven Faculty, one of whom may be retired on a 1039-hour appointment, with at least one undergraduate academic advisor, two Students (one graduate, one undergraduate) and the Registrar (or representative), ex-officio, non-voting.

(5/05)

**Committee on Committees**  
The Standing Rules for the Committee on Committees are clear and, in my experience on the committee, accurate as to the mission and action of the committee. There is one exception: the composition of the committee is said to include the ASOSU Executive Director of Committees. In my three years on the committee, student participation has been spotty, and I don’t believe the ASOSU officer mentioned has ever been the student taking part.

I do believe that a student’s view of many of the issues that come before the Committee on Committees is helpful, particularly as they pertain to procedures and committees that most directly affect students (e.g., the Academic Standing Committee). Two courses of action seem available: (1) revise the Standing Rules to allow for recruitment of students willing to serve (which is the de facto way we’ve addressed the need for student input in the last few years) or (2) more actively coordinating with ASOSU to insure participation by the student member. My inclination is to try the latter course first.

These Standing Rules were last revised in 2000. Apart from the student participation issue, the rules are quite clear and simple and do not appear to require any other revision.

*William E. Loges*  
Chair, Committee on Committees, February 2, 2012

**Committee on Committees**  
**Standing Rules**  
The Committee on Committees maintains a continuing study of the structure and effectiveness of University councils and committees and of their relationship to responsibilities of the Faculty Senate; proposes and reviews proposals for new Senate standing committees; and makes recommendations on committee reorganization and functions to appropriate Senate and University officers.

The Chair of each Committee/Council of the Faculty Senate shall, at five-year intervals, report to the Committee on Committees about its activities. This report
must demonstrate activities which have enhanced the functions and objectives of the Senate. When no clearly useful functions can be identified, the abolishment of the Committee/Council shall be recommended. The Committee is composed of six faculty and the ASOSU Executive Director of Committees.

(12/00)

Computing Resources Committee
The Standing Rules for the Computing Resources Committee are up-to-date and accurately reflect its tasks and its connections with other administrative entities.

William Uzgalis
Member, Committee on Committees, February 21, 2012

Computing Resources Committee
Standing Rules
The Computing Resources Committee reviews and recommends policy concerning technology as used by faculty in instruction, research and service on campus and off-campus. It assists in planning and advocating for the necessary technology to maximize student learning and enhance faculty research and service activities to OSU and the wider community. It acts to advise other committees and Information Services as well as providing leadership in adoption and effective use of computing for instruction, research and service. The Committee shall consist of six faculty, at least four of whom must be teaching faculty, two students and the following ex-officio, non-voting members: the vice provost for Information Services, and a representative from Technology Across the Curriculum (TAC). The vice provost for Information Services may recommend a resource person from Information Services as another ex-officio, non-voting member. The CRC chair serves as an ex-officio member of the Information Technology Coordinating Committee (ITCC).

The Executive Committee is encouraged to look for broad representation in the appointments to the committee in order to provide disciplinary diversity.

(04/10; 05/08; 04/06)

Curriculum Council
“The Curriculum Council modified their Standing Rules slightly last year to better reflect the functions and composition of the committee. Their self-assessment and these changes bring the Standing Rules in line with the stated objectives.” (See Appendix B, Question 1). (link underlined text to Appendix B)

Curriculum Council
Standing Rules
The Curriculum Council reviews the University curriculum in an effort to implement the long-range educational mission of the University and to ensure high quality academic programs for students. Through careful study, it recommends establishment of new programs and/or changes in existing programs, including major and minor curricular changes proposed by the academic units of the University. It attempts by coordination to bring about a suitable and rational balance of academic programs. It formulates curricular policy and publishes, in cooperation with the Office of Academic Programs, Assessment and Accreditation, a
Curricular Procedures Handbook. It has an ongoing responsibility to assure that appropriate curricular policies are implemented efficiently and effectively without becoming unduly burdensome to faculty or disadvantaging students. Also, in cooperation with the Office of Academic Programs, Assessment and Accreditation, it conducts periodic reviews of all undergraduate programs and reports the results of these reviews to the Provost.

The Council consists of at least nine and up to thirteen Faculty members and two Student members. Breadth of disciplinary backgrounds is important for the work of the Council so membership shall come from many different colleges. In addition, the following shall be ex-officio members, non-voting: One Academic Affairs representative appointed by the Senior Vice Provost for Academic Affairs and one person appointed annually to represent the following: Registrar's Office, University Libraries, and Extended Campus. The following areas shall be represented by liaison members, non-voting, and appointed annually: OSU-Cascades Campus, Academic Advising Council, and Instructional Technology.

(Rev 04/10; 05/05; 04/12)

Distance Education Committee
The Standing Rules of the Distance Education Committee have been revised and the Faculty Senate (including the Committee on Committees) has been asked to act on those revisions. As of the time of my meeting with Prof. Nielsen, the Committee on Committees had approved the change in Standing Rules.

Among the changes requested by the Distance Education Committee was to amend its name to the Online Education Committee. In our conversation, Prof. Nielsen explained that among the reasons for this recommendation was that a significant number of students taking courses online are not ‘distant’, they are on OSU's Corvallis campus.

Prof. Nielsen explained that the Standing Rules, as revised for 2012, were more reflective of the function of this committee because they reduced the specific tasks to which this committee was assigned in favor of a more realistic and valuable emphasis on this committee's ability to identify issues regarding online education at OSU and alert the stakeholders involved so that action could be taken in a timely manner.

*Stephen Durkee*
*Member, Committee on Committees, February 21, 2012*

Thus, the revised 2012 rules not only are seen to reflect the function and composition of this committee as presently comprised, but to best reflect the way it has performed in the immediate past.” (See Appendix C, Question 1) (*link underlined text to Appendix C*)

*William E. Loges*
*Chair, Committee on Committees, March 17, 2012*

Distance Education Committee (Online Education Committee)
*Standing Rules*

The Online Education Committee considers and provides recommendations to the Faculty Senate on a wide range of philosophical and technical issues considered
important to faculty and students related to the role of online education in meeting the academic mission of Oregon State University.

The Committee consists of six Faculty, at least three of whom shall be from units or programs with existing or developing distance education courses, and two Students (preferably with distance education experience), one of whom shall be a graduate student, ideally to provide a broad representation of academic disciplines. In addition, ex-officio, non-voting members shall include one representative from each of the following: Budgets and Fiscal Planning Committee, Curriculum Council, Graduate Council, Valley Library, and the Associate Provost of OSU Extended Campus, or designee.

(Rev 03/02; 04/12)

Faculty Grievance Committee
Reviewed by Robin DeSantis, Member, Faculty Senate Committee on Committees

A) Clarity: concise
B) Accuracy
   a. Agendas have not been posted since February 25, 2010
   b. There is no minutes information
   c. Missing Annual Reports after 2008-2009
   d. “Grievance Procedures” link to the beginning of the Faculty Handbook and not directly to the grievance procedures within the handbook: http://oregonstate.edu/admin/aa/faculty-handbook-grievance-procedures

Faculty Grievance Committee
Standing Rules

The Faculty Grievance Committee, as an instrument of the "Faculty Grievance Procedure," shall meet with University faculty members to consider grievances that are not resolved through informal processes. The role, activities, and responsibilities of the committee are defined in the "OSU Faculty Grievance Procedure," referenced in the Oregon Administrative Rules. The Committee consists of five academic employees, with faculty rank or professional title, at least one of whom shall be female and one faculty member from an underrepresented population, chosen by the Faculty Senate Executive Committee. Any academic employee with Faculty rank or professional title may submit nominations to the Executive Committee for consideration. The Chair of the Committee shall be selected by the Executive Committee of the Faculty Senate. Three members of the Faculty Grievance Committee shall constitute a quorum.

(It is recommended that at least one member of the Committee should have legal training.)

(Note: OAR 576-50-015 and -020 provide for separate mediation and grievance processes which require two separate committees.)

(03/02)
A) Clarity: could be clearer when outlining who uses this “committee”
   a. Makes no reference to being part of the formal grievance procedure to find a resolution unless you look up the specific OAR that outlines the grievance procedure. May want to specify the Faculty Mediator is for this specific purpose and not for any party trying to negotiate a resolution.
      i. Suggestion for second line: "The decision to mediate is completely voluntary for all involved, and according to the Oregon Administrative Rules, either the faculty member going through the grievance process or the Chair of the Grievance Committee, with the faculty member’s concurrence, may request mediation.

B) Accuracy
   a. Scheduled meetings are extremely outdated. The last meeting was March 12, 2001.
   b. There is no agenda information
   c. There is no minutes information
   d. Missing Annual Reports after 2008-2009

Faculty Mediator
Standing Rules

Mediation is an informal process in which an impartial third party assists opposing parties to reach a voluntary, negotiated resolution. The decision to mediate is completely voluntary for all involved, and according to the Oregon Administrative Rules, either the faculty member or the Chair of the Grievance Committee, with the faculty member's concurrence, may request mediation. Mediation gives each party the opportunity to discuss the issues raised in the complaint, clear up misunderstandings, determine the underlying interests or concerns, find areas of agreement and, ultimately, to incorporate those areas of agreements into resolutions. A mediator does not impose a decision on the parties. Instead, the mediator helps the parties to agree on a mutually acceptable resolution.

The Faculty Mediator and all parties to the mediation shall keep all information learned in the mediation process confidential to the maximum extent permitted under the law. One important exception to this rule is that the faculty mediator and alternate may share with each other information obtained from an ongoing mediation during professional consultation. The purpose of such consultation is that she or he may most effectively facilitate the mediation process.

With concurrence of all parties involved in the dispute or grievance, the Faculty Mediator may meet with either or both parties involved in the dispute to review and attempt to resolve disputes on an informal basis. The mediator will maintain a neutral and objective stance and will not attempt to coerce or pressure involved parties toward a resolution. The mediator will provide parties with a copy of the Faculty Mediation Standing Rules so as to ensure informed consent regarding the mediator's role and the purpose of mediation. The mediator cannot advocate for any particular party outside the scope of the mediation process.

The Faculty Mediator and an alternate shall be academic employees with faculty rank or professional title appointed by the Faculty Senate Executive Committee;
emeritus faculty shall be eligible to be appointed. The mediator and the alternate shall have had specific training regarding mediation skills prior to accepting this appointment or arrange to receive specific training prior to providing mediation services.

The Faculty Mediator's role, activities, and responsibilities are defined in the "OSU Faculty Grievance Procedure," referenced in the Oregon Administrative Rules.

Note: OAR 576 Division 50 calls for both a mediation opportunity and a grievance process.

(06/09; 06/07)

Faculty Recognition and Awards Committee
Reviewed by Robin DeSantis, Member, Faculty Senate Committee on Committees

A) Clarity: good but there are a lot of awards and other committees/offices that are mentioned within the Standing Rules that need to be kept up to date
   a. University Advancement – should be University Relations and Marketing
   b. OSU Extended Education Faculty Achievement Award – should be named OSU Outreach and Engagement Award
   c. There are a number of additional awards with the same contact person as the ones mentioned in the Standing Rules, should these be included in the list of awards that are mentioned within the Standing Rules or does the committee not review these?

B) Accuracy
   a. Minutes have not been posted since March 31, 2000
   b. Website is multilayered, cyclical, and confusing

Faculty Recognition & Awards Committee
Standing Rules

The Faculty Recognition and Awards Committee formulates policies concerning the recognition of outstanding persons, including deserving Faculty members, solicits and suggests candidates for recognition, and makes its recommendations to the Executive Committee of the Faculty Senate and to the Executive Office. The Committee shall consist of six Faculty members, one of whom may be retired, and one Student representative.

A member of the Advancement of Teaching Committee shall participate in the selection of the Elizabeth P. Ritchie Distinguished Professor Award, the OSU Outreach and Engagement Award, the Richard M. Bressler Senior Faculty Teaching Award, and the OSU Faculty Teaching Excellence Award; a member of the Academic Advising Council shall participate in the selection of the Dar Reese Excellence in Advising Award and the OSU Academic Advising Award; a member of the awards committee from the OSU Alumni Association Board of Directors shall participate in the selection of the OSU Alumni Association Distinguished Professor Award; a representative from both the Research Office and University Advancement shall participate in the selection of the OSU Impact Award for Outstanding Scholarship; and a member of the Research Council shall participate in the selection of the
Promising Scholar Award.

(06/09; 05/05)

**Faculty Status Committee**
The goals of the Faculty Status Committee are clear and its Standing Rules concise. The other Faculty Senate group mentioned does still exist.

*William Uzgalis*
*Member, Committee on Committees, February 21, 2012*

**Faculty Status Committee**
**Standing Rules**
The Faculty Status Committee serves to protect the rights of all faculty, including teaching and research faculty, professional faculty, instructors, courtesy appointees and adjuncts. It examines existing policies and processes relevant to academic freedom, shared governance, appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, termination, and procedures for review, appeals, and other grievances associated with employment. The committee makes recommendations to the OSU Faculty Senate, works collaboratively with other faculty-oriented committees, and represents faculty rights on task forces.

The chair of the Faculty Status Committee serves as a representative on the Faculty Consultative Group. Generally, the full Committee meets quarterly; subcommittees may meet more frequently depending on the nature of issues under consideration. The Committee is composed of nine Faculty members representing the broad spectrum of faculty appointments as identified in the OSU Faculty Senate Bylaws.

(04/01)

**Graduate Admissions Committee**
**Standing Rules**
The Graduate Admissions Committee acts on appealed applications for admission to the Graduate School. Candidates are considered on the basis of the undergraduate record and the preparation for graduate work, with special reference to the particular field desired. The Committee consists of eight Faculty members, at least seven of whom are Graduate Faculty members from different colleges, with the Director of Admissions, ex-officio, non-voting. The committee members should be selected to ensure adequate representation of international education. The Chair of the Graduate Admissions Committee shall be a liaison member, non-voting, on the Graduate Council.

(04/06)

**Graduate Council**
The Standing Rules for the Graduate Council appear to be clear and concise. There are no outdated references in the Standing Rules and these duties do not appear to be replicated by other committees. The only note to add is that the Standing Rules were reviewed and/or updated in May 2008. The previous review was June 1999. It would be recommended that the Graduate Council adopt a timeframe to review and
reapprove the Standing Rules, so that there is a frequency established for their review that is less than nine years apart.

Stephen Durkee, Research Office, IACUC Administrator
November 9, 2011

**Graduate Council**

**Standing Rules**
The Graduate Council has jurisdiction over the policies, procedures, and requirements of graduate education. The Council establishes and reviews admission standards, basic degree requirements, and general policies; approves all graduate faculty members, new programs, and courses; and periodically reviews all existing graduate programs. The creation, design, and specific requirements of graduate programs and of individual student's programs are the responsibilities of the academic units; however, no academic unit has authority to waive or supersede the general policies of the Graduate Council. As needed, the Graduate Council reviews applications and nominations for specific university-level graduate student awards and recommends award recipients. Upon request, the Council also reviews university-level proposals for extramural funding of graduate training and education programs.

The Council consists of one graduate faculty member from each College and one graduate student. The Chair shall be a faculty member with immediate prior experience on the Council. The Dean and Associate Dean of the Graduate School and the Chair of the Graduate Admissions Committee shall be ex-officio, non-voting members.

(06/99, 05/08)

**Library Committee**
The Library Committee Standing Rules seems to precisely identify the tasks of the committee.

The only one of these that seems unclear is 4) identifying issues regarding scholarly communication and the examples offered (e.g. print and electronic journals and books) do not seem to make it much clearer. Perhaps this could be rewritten to make it clear what is the intended task.

William Uzgalis
Member, Committee on Committees, February 21, 2012

**Library Committee**

**Standing Rules**
The Library Committee advises the University Librarian in (1) meeting the learning, instruction, and resource needs of students, faculty and staff; (2) formulating library policies in relation to circulation, budgets, services, and development of resources for instruction and research; (3) interpreting the needs policies of the library to the University; and 4) identifying and addressing issues regarding scholarly communication (e.g. print and electronic journals and books). The Committee consists of nine Faculty members, ideally providing a broad representation of academic disciplines, and three Student members, including at least one undergraduate and one graduate student, and the University Librarian, or
designee, as an ex-officio, non-voting member. One faculty member may be retired.

(06/06)

Promotion & Tenure Committee
Reviewed by Robin DeSantis, Member, Faculty Senate Committee on Committees

A) Clarity: concise
B) Accuracy
   a. The agendas and minutes for each of the scheduled meetings are not posted yet
   b. There are a number of resource materials that are currently posted as links from the committee’s homepage instead of being posted within the “Resources Materials” link, making the page look cluttered and inconsistent with other committee pages. All of the links work, but some are links to emails or documents with 2011-2012 specific information, these will need to be kept updated regularly or moved into the resource materials area once they are out dated.

Promotion & Tenure Committee
Standing Rules

The Faculty Senate Promotion and Tenure Committee reviews University Promotion and Tenure Guidelines and observes and advises on matters pertaining to the promotion and tenure process. In promotion and tenure cases where there is a negative or split recommendation at either the unit or college level, the University Promotion and Tenure Committee invites the relevant unit supervisor and college dean for discussion. Representatives from the Faculty Senate Promotion and Tenure Committee will have access to the dossiers and participate in these discussions, although they are not voting members of the University Promotion and Tenure Committee. The Faculty Senate Promotion and Tenure Committee provides input on the promotion and tenure decision process through its annual report to the Faculty Senate Executive Committee and to the Provost's Office. The annual report also includes a summary of the previous year's promotion and tenure actions provided by the Office of the Provost.

The Faculty Senate Promotion and Tenure Committee shall consist of six Faculty who have been granted tenure at OSU and who reflect the diversity of the University. Whenever a committee member is under consideration for promotion, he or she will be ineligible to serve on the Committee during the year in which the review is scheduled.

The Faculty Senate Promotion and Tenure Committee provides leadership for campus-wide educational programs related to the promotion and tenure process and facilitates on-going dialogue about these matters. Members of the Committee are available to respond to procedural and interpretative questions from faculty, department heads/chairs, deans, and department and college committees.

(06/12; 05/10)

Research Council
The Standing Rules for the Research Council appear to be clear and concise. The reference to the “comprehensive conflict of interest policy” was not discernible from the information on the website. A brief discussion with Research Office leadership clarified that Research Council members will be recused from review rounds in which they are connected (e.g., member submission, collaborator, colleague, etc.) to submitted applications. There are no outdated references in the Standing Rules and these duties do not appear to be replicated by other committees. The Standing Rules were reviewed and/or updated in May 2008. The previous review was April 2001. It would be recommended that the Research Council adopt a timeframe to review and reapprove the standing rules, so that there is a frequency established for their review that is less than seven years apart. There is mention of a comprehensive conflict of interest policy of the council, but this information was not readily available on the committee’s website.

Stephen Durkee, Research Office, IACUC Administrator
November 9, 2011

Research Council
Standing Rules
The Research Council establishes policies for matters pertaining to sponsored research activities. It recommends priorities for distribution of various internal funding programs and for external solicitations that require limited submissions from the institution. The Research Council also reviews proposals for Centers, Institutes, and Research Programs (CIP), and is advisory to the Vice President for Research on matters related to CIP. The Council consists of fifteen Faculty members, preferably at least one from each college. The Administrator of the Research Office, or designee, shall be a non-voting, ex-officio member of the Council. The Chair shall be a Faculty member with immediate prior experience on the Council, appointed annually by the Faculty Senate Executive Committee. The membership of the Research Council will adhere to the comprehensive conflict of interest policy of the Research Council.

(04/01, 05/08)

University Honors College Council
Reviewed by Robin DeSantis, Member, Faculty Senate Committee on Committees

A) Clarity: good
B) Accuracy
   a. Missing Annual Reports after 2004-2005

University Honors College Council
Standing Rules
The University Honors College Council, referred to as the Honors Council, has jurisdiction over the policies and procedures of the Honors College and advises the Dean of the Honors College. The Honors Council is responsible for admission and other academic requirements including degree requirements; criteria for selection of the members of the Honors Faculty; maintenance and regular assessment of program quality; and the curricular structure and content of the Honors College. The Honors Council consists of at least six Faculty members and at least two Students, the students appointed from among the Honors College students.
Administration of the University Honors College rests with the Dean, who shall be an ex-officio, non-voting member of the Honors Council.

(06/95)

**No reviews were received from Committee on Committees members for the following committees:**
Academic Standing Committee
Administrative Appointments Committee
Advancement of Teaching Committee
Baccalaureate Core Committee*
Budgets & Fiscal Planning Committee*
Bylaws and Nominations Committee
Student Recognition & Awards Committee
Undergraduate Admissions Committee

*Despite no apparent review by the Committee on Committees, these committees did revise their standing rules this year; at least some attention was paid to them by someone.