



Policy No. I.35
 Originally Issued: October 17, 2016
 Reviewed: December 11, 2017
 Reviewed: January 2019
 Reviewed: January 2020
 Reviewed: October 20, 2021
 Revised: August 30, 2022
 Policy Owner: President
 Policy Implementation: Vice Presidents

University Councils, Committees and Taskforces

I. Purpose

The purpose of these procedures is to establish a standard method for appointing and maintaining official records for University Councils, University Committees and University Taskforces at Athens State University.

II. Definitions/Membership/Appointments

	Definition	Membership	Duration	Reports to
Council	Serves to provide consultation, deliberation or advice on matters that concern all areas of the University.	Permanent. Appointed by President except for Senates. Selected from the University at large.	Permanent	President or Presiding Officers of Senates
Committee	Serves to provide a specific function within the University.	Permanent or Term Specific. Appointed by President in consultation with appropriate Vice President. Some may be elected. Selected based on committee function.	Permanent or term specific	President or appropriate VP
Taskforce	Serves on an as-needed basis to research, investigate, and report on a specific issue.	Term specific. Appointed by President in consultation with appropriate Vice President. Selected based on taskforce function.	Taskforce is disbanded when charge and final report are completed.	President or appropriate VP



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Memberships to the aforementioned councils and committees must be made in writing stating the charge and include any other relevant information. The President or Vice President will forward a copy of this information to the Office of Institutional Research and Assessment (OIRA). The President or Vice President will be responsible for communicating membership changes to OIRA.

The following are considered as standing University Councils. These standing Councils provide avenues for shared governance for faculty and staff.

	Definition	Membership	Duration	Reports to
Administrative Council	An avenue to share and/or provide advice on matters that concern all areas of the University.	Permanent. Appointed by President. Selected by position.	Permanent	President
Diversity, Equity, Inclusion and Justice Council	Responsible for promoting diversity, equity, and inclusion using best practices to ensure that the University has a welcoming community climate.	Ex-Officio Appointed by President. Includes Director of Student Inclusion Initiatives and selected from the University at large.	Permanent	President



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	Definition	Membership	Duration	Reports to
Faculty Senate	Serves to provide an accessible channel of communication through which dialogue and exchange of thoughts and ideas may be carried on between the Faculty and University officials.	Elected by faculty. The six standing committees of the Faculty Senate (Academic Affairs, UG Curriculum, GR Curriculum, Elections, Faculty Affairs and Learning Resources) are considered committees of the University however membership is not appointed by the President, but selected by the Presiding Officer and Senators from a list of volunteers from each College.	Permanent	Presiding Officer of the Faculty Senate. Five standing committees report to the Faculty Senate



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	Definition	Membership	Duration	Reports to
Staff Senate	Serves to represent non-faculty employees of the University. Serves in an advisory capacity to the President of the University with respect to matters pertaining to the staff. Provides a means of communication to University staff. Provides a forum for all staff.	Elected by Staff	Permanent	Presiding Officer of the Staff Senate
Strategic Planning Council	Responsible for developing the master strategic plan that will guide decision-making.	Permanent by position. Appointed by the President by position. Individuals within select positions may be elected and have term appointments.	Permanent	President



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III. Council/Committee Meetings and Minutes

Meetings of Councils or Committees shall be scheduled as needed by the President of the University/designee or Vice President, or the Committee Chair.

Each Committee shall annually elect, by majority vote, a recording secretary, whose duty it shall be to take minutes of all Committee action. *Robert's Rules of Order*, latest edition, shall be observed by the Committee during all its meetings.

IV. Council/Committee Meeting Records

The recording secretary will be responsible for forwarding all approved minutes to the Institutional Research and Assessment Office. OIRA shall maintain the official list and records of all standing committees. The record of each Committee will consist of: 1) the official membership roster, 2) the appointment date, and 3) the committee charge, and 4) committee minutes. The list of University Committees will be maintained in the University Portal.

V. Responsibility for this Operating Policy

Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President remains the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every two years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the Vice Presidents.