



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  
 Revised: December 2, 2024  
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 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
<b>Council</b>	Serves to provide consultation, deliberation, or advice on matters that concern all areas of the University.	Permanent. Appointed by the President except for Senates. Selected from the University at large.	Permanent	President or Presiding Officers of Senates
<b>Committee</b>	Serves to provide a specific function within the University.	Permanent or Term Specific. Appointed by the President in consultation with the appropriate Vice President. Some may be elected. Selected based on committee function.	Permanent or term-specific	President or appropriate VP



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<b>Taskforce</b>	Serves on an as-needed basis to research, investigate, and report on a specific issue.	Term specific. Appointed by the President in consultation with the 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.

	<b>Definition</b>	<b>Membership</b>	<b>Duration</b>	<b>Reports to</b>
<b>Educate and Motivate by Providing Opportunities in the Workforce with Equal Representation (EMPOWER) Council</b>	Support thoughtful and purposeful action for the success of faculty, staff, students, and the community for the betterment of humankind.	Ex-Officio Appointed by President.	Permanent	President



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	<b>Definition</b>	<b>Membership</b>	<b>Duration</b>	<b>Reports to</b>
<b>Faculty Senate</b>	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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	<b>Definition</b>	<b>Membership</b>	<b>Duration</b>	<b>Reports to</b>
<b>Staff Senate</b>	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
<b>Strategic Planning Council</b>	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, the 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*, the latest edition, shall be observed by the Committee during all its meetings.

### **IV. Council/Committee Meeting Records**

The recording secretary or committee chair will be responsible for posting all approved minutes to 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.