

# **Establishment of degree-related committees**

## **Adopted March 2, 2012**

The following proposal is made to address management and growth of current and future degree programs and how they function within a shared governance model in the Institute of Technology.

Each degree program in the Institute will be associated with a committee responsible for the degree program. The CSS undergraduate committee will be responsible for the CSS BA, BS, and minor, the Graduate Committee will be responsible for the CSS MS, the CES committee will be responsible for the CES BS, and the ITS committee will be responsible for the ITS BS and Applied Computing minor. When a new degree program is developed, either an existing committee or a newly created committee will be assigned responsibility for it.

Each of these committees will have the authority and responsibility for setting and implementing policies for the program of its associated degrees and for overseeing the administration of the program. This includes (but is not limited to) admissions and graduation requirements, selection of students into the degree program, evaluation of new course proposals, changes to existing courses (including syllabi, course topics, formal assessment), regular cycles of assessment, accreditation, course scheduling and staffing, and the vetting and approval processes for part-time teaching personnel.

## **Committee membership and voting rights**

Every faculty member (whether full- or part-time) and staff person in the Institute is eligible to be a member of any of these committees. For purposes of establishing a quorum, an eligible member will sign up to serve on one or more committees at the end of the academic year or, in the case of new hires, when they start service with the Institute. Any member of the Institute regardless of their committee membership status may attend meetings of any committee. All full-time faculty are required to be a member of at least one committee and may not be a member of more than two committees. Each committee should endeavor to have at least one faculty member who does not teach courses in the degree programs associated with the committee.

[Section 23-43](#) of the Faculty Code makes clear that faculty hiring decisions remain with the faculty. All committee members can vote on issues of committee operations (such as meeting times). For committees responsible for undergraduate programs, only voting faculty of the university as defined by the UW Faculty Code can vote on issues defined by the UW Faculty Code as being under the faculty's purview (such as admissions and graduation requirements). In addition, program committee faculty members will make part-time hiring decisions for their specific degree program. For committees responsible for graduate programs, only voting members of the graduate faculty can vote on issues defined by the UW Faculty Code as being under the faculty's purview. Each vote other than operations needs to be placed on the agenda and discussed in at least two meetings of the committee. On issues that affect only one program, all decisions of the committees are binding, and are not subject to approval by the voting faculty of the Institute of Technology. When an issue affects another program, the committee vote serves as a recommendation to be discussed and voted on during a full faculty meeting.

At least one student in one of the degree programs overseen by the committee will be a member of the respective committee (e.g. a student majoring in ITS will serve on the ITS committee). Each committee will determine how it selects student members and how many will serve. The term of service will be for one academic year, though the student can serve additional terms. Nevertheless, the student should be appointed in spring in the year before their term starts.

## **Committee Chair**

Before the end of the spring quarter, all faculty will select at least one committee and meet to elect a chair of that committee. If no chair is elected, then the Director will appoint an interim chair. The chair will notify all members of the Institute of the upcoming AY's meetings' times and place. Each committee will elect a chair who will serve for the academic year.

## **The duties of the chair**

Program Committee chairs are responsible for overseeing decisions on issues discussed in committee and working with other program committee chairs and the director to resolve any issues affecting more than one program. No decisions are to be reached unilaterally by any one chair. All decisions and recommendation are to be recorded. It is the responsibility of the chair to reach decisions with the committee(s) and oversee issues not limited to:

- Scholarship decisions
- Program descriptions in the catalog and on the web
- Assigning faculty to courses
- Course scheduling decisions
- Approving syllabi changes
- Approving new course proposals, and seeing new course proposals through to completion
- Leading curricular change discussions
- Approving special topics courses
- Overseeing peer evaluations of teaching for part-time faculty in the program
- Participating in writing self-study documents

No individual can serve as chair of more than one degree committee at a time. No individual can serve more than 4 consecutive years as committee chair.

## **Committee meetings and communication**

No later than the first week of each academic term, each committee will determine its schedule of meetings for the balance of the term. The meeting times and locations will be distributed to all members of the Institute with sufficient notice so that any member of the Institute can attend; these will also be posted on the committee's website. Agendas of each meeting will be available one week in advance of the meetings, though these might require updating up to the start of the meetings if there are any late-breaking items to add. Minutes will be recorded and posted in a website linked from the Institute webpage accessible to eligible members. Minutes will be posted within 2 work days of the end of each meeting, subject to approval by the committee at the next meeting. All email communication pertaining to committee business will be carried out on an archived email list. Anyone eligible to serve on the committees can join this email list and view the archives. For each email list, the Institute Program Administrator, the chair of the committee and one other committee member will be list administrators.