BACKGROUND OF CONC REVIEW OF COMMITTEES
The ConC charge was amended in February 2011 to include the following provisions:

b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the Senate Consultative Committee about any changes in committee structure, charge, or membership which it deems appropriate.

c. To review and forward as appropriate to the University Senate any proposed changes to the charge, membership, or ex officio members for committees of the University Senate prior to approval from the University Senate.

The ConC began its review of the Senate committees in Fall 2011 and this report is for the fourth set of committees undergoing review. The process was described in the initial letter to the committee chair (attachment) and consisted of 1) a meeting between the ConC Chair and the chair of the committee being reviewed, 2) a discussion at a meeting of the committee that would be moderated by two members of the ConC, and 3) confidential feedback after the meeting from members via email or phone calls.

The ConC determined that it would create a report to synthesize the feedback it received. The report would then be shared with each committee under review for additional comments before being presented to the appropriate Consultative Committee and Senate.

Types of Questions asked of the committee members:
1. Thinking of what the committee has done in the past few years, does the charge encompass these efforts?
2. Are there enough/too many members?
3. Is the membership distribution – type of members, gender, campus, etc. – adequate?
4. Are there other members of the University community that would be appropriate to add, to serve in an ex officio manner?
OVERALL COMMENTS AND RECOMMENDATIONS

ConC has three overall recommendations that came from this year’s review process. These apply to all Senate Committees to greater or lesser degree but ConC wanted to be sure to address them all within this report:

1. Increased participation from all system campuses – ConC always considers system campus representatives for service on Senate committees. However, few system campus faculty and academic professionals choose to apply through the annual nomination process. It would be helpful if the Senate leadership, when talking with leaders from all system campuses, encouraged the support of time being given towards governance work. It is a good reminder that even though some faculty are not eligible to serve, the P&As and civil service members on those campuses are eligible and can bring the voice of those campuses to governance work.

2. Expansion of Google Hangout rooms – As 238A Morrill Hall is the only room equipped with microphones and speakers, it is heavily used by Senate committees to make participating in meetings easier for system campus members. However, as this room is also used extensively by other departments in Morrill Hall, it is not always available. Also, this room can be too large for some smaller groups that would benefit from its technology. Therefore ConC encourages SCC to continue to push for additional rooms in Morrill Hall to be equipped with similar technology to make it easier for system campus members to participate.

3. On-boarding for new members who join at the beginning of the year or during the year – ConC recommends that an orientation be done at the first meeting for new and continuing members. This orientation should focus on the charge to the committee, its representation, and work that it did in the previous year. Members should then be encouraged to suggest topics for upcoming agendas. When a new member starts after the first meeting of the year, the chair is encouraged to speak to the member before or after a meeting, reviewing some of the same information from the fall orientation and serving as a resource for any future questions the new member may have. Chairs should also be cognizant when members are not speaking at meetings and ask if that person has something to contribute to the conversation.

The final recommendation relates solely to the All-University Honors Committee. ConC asks the SCC to encourage increased support at the collegiate and departmental levels for the award processes. Departments and colleges need to make this process a priority so that the number of nominations is increased and there is better recognition of recipients once they have been awarded these honors.
ACADEMIC HEALTH CENTER FACULTY CONSULTATIVE COMMITTEE

The Review
Two members of the Committee on Committees (Ann Hagen, Jane Hovland, and Jerry Luckhardt) met with the committee on October 24, 2014. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Kathleen Krichbaum, on October 14, 2014.

List of Significant Activities from 2009-10 to 2013-14

2009-10
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• Identification of faculty to develop promotion criteria for the scholarship of clinical application
• Academy for Excellence in the Scholarship of Teaching and Learning
• Academy for Excellence in Health Research
• Third Thursdays
• AHC strategic directions
• AHC Faculty Leadership and Training initiative
• AHC Task Force on the Scholarship of Clinical Faculty
Other
• AHC Faculty Assembly

2010-11
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• Individual Conflicts of Interest: Clinical Health Care - Patient Contact in the Academic Health Center (Appendix A)
• Implications for new AHC reporting structure
• AHC Task Force on the Scholarship of Clinical Faculty
• Academy for Excellence in the Scholarship of Teaching and Learning
• Academy for Excellence in Health Research
• Third Thursdays
• AHC 7.12 statements
• Faculty gender issues/disparities
• Realignment of AHC and new reporting lines
Other
• Meet with collegiate chairs

2011-12
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• Third Thursdays
• AHC Review Report
• Met with AHC External Review Committee
• AHC 7.12 statements

Other
• AHC Finance & Planning updates
• Meet with collegiate chairs
• AHC Student Leadership Summit
• Met with Provost Hanson
• Meet with collegiate chairs

2012-13

Items sent to the Senate for action/discussion
• None

Items sent to the Senate for information
• None

Significant consultation
• AHC External Review Committee
• Spring forum
• Third Thursday planning
• Mentoring junior faculty
• Dissolution of All-University M.S./Ph.D. Program in Toxicology
• Medical School Strategic Plan
• Interdisciplinary education
• AHC 7.12 statements

Other
• Met with Vice Provost and Dean of Graduate Education Henning Schroeder
• Set up alternate protocol
• Department of Medicine chair search
• Tobacco-free campus
• Meet with collegiate chairs

2013-14

Items sent to the Senate for action/discussion
• None

Items sent to the Senate for information
• None

Significant consultation
• Clinical non-tenure/teaching-track faculty promotion and development opportunities
• AHC pay equity study
• Third Thursday planning
• Multi/interdisciplinary research collaborations
• Graduate/professional education
• Collegiate constitutions and bylaws
• Lapse in NIH funding and possible AHC bridge funding
• Involvement in aspects of the search for the new vice president for health sciences and dean of the Medical School
• Information technology/connectivity issues
• AHC 7.12 statements

Other
• Compact process for AHC schools under the new reporting structure (AHC deans reporting to Provost Hanson)
• Improving AHC FCC communications with AHC schools
• Met with Vice President for Research Brian Herman
• Medical School Strategic Plan
• Migration to Google
• Met with AHC SCC
• Met with Provost Hanson
• Senate Committee on Finance and Planning update
• Meet with collegiate chairs

Issues identified by the Committee
The committee felt that it is able to function well due to being well-informed of information in the AHC and its chair being involved in broader University governance. They also meet monthly with the Vice President for the Health Sciences, who listens to their concerns. The committee might need to be expanded to include a representative from the Nursing program at Rochester.

ConC Recommendations for this Committee
Related to the review that was completed for the AHC SCC, ConC recommends that the chairs of the AHC SCC and AHC FCC should meet at least once each semester to discuss issues of mutual interest. ConC also recommends that a joint meeting of the two committees be held once each year. If neither committee’s meeting time works for the other committee, then a mutually-agreed upon date and time, possibly over the lunch hour, should be considered.
ACADEMIC HEALTH CENTER STUDENT CONSULTATIVE COMMITTEE

The Review
Two members of the Committee on Committees (Doug Ernie and Ann Hagen) met with the committee on November 5, 2014. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Christine Myers, on October 21, 2014.

List of Significant Activities from 2009-10 to 2013-14

2009-10

Items sent to the Senate for action/discussion
- None

Items sent to the Senate for information
- Charge was changed to include members in programs from the system campuses that are not yet included

Significant consultation
- Heard several updates regarding the drafting of an Individual Business or Financial Conflict of Interest Policy
- GAPSA funding and issues

Other
- Student Health Insurance update
- Discussion with Associate Vice President for Education, AHC
- Discussion with Chair of the AHC FCC
- Discussion with Presidents of GAPSA & COGS
- Discussion with Center for Health Interprofessional Programs (CHIP)

2010-11

Items sent to the Senate for action/discussion
- None

Items sent to the Senate for information
- None

Significant consultation
- None

Other
- Impact of the Light Rail update
- AHC Student Health Benefit Plan rates
- Dental RFP update
- Impact of health care reform on student health plans, Student Services Fees, the waiver process and strategic planning
- Discussion with Associate Vice President for Education, AHC
- Discussion with Chair of the AHC FCC
- Discussion with Presidents of GAPSA & COGS
- Discussion with Center for Health Interprofessional Programs (CHIP)

2011-12

Items sent to the Senate for action/discussion
- None

Items sent to the Senate for information
- None

Significant consultation
- None

Other
- Health update
- AHC Google access updates
Graduate student quality of care focus group update form Boynton Health Service
Blood borne pathogen exposure information
AHC Student Health Benefit Plan update
Discussion with Associate Vice President for Education, AHC
Discussion with Chair of the AHC FCC
Discussion with Presidents of GAPSA & COGS
Discussion with Center for Health Interprofessional Programs (CHIP)

2012-13
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• Tobacco free campus initiative
Other
• Student mental health resources at Boynton Health Service
• IT/Moodle feedback
• Use of social media in the professional school setting
• Discussion with Associate Vice President for Education, AHC
• Discussion with Chair of the AHC FCC
• Discussion with Presidents of GAPSA & COGS
• Discussion with Center for Health Interprofessional Programs (CHIP)

2013-14
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• Tobacco free campus initiative
• Provided input regarding IT priorities
• Campus safety discussion with Deputy Chief Chuck Miner
Other
• Central Corridor Light Rail Transit update
• Overview of Student Health Benefit Plan, changes to the plan resulting from health care reform, and a look into the future of the plan
• Discussion with Associate Vice President for Education, AHC
• Discussion with Chair of the AHC FCC
• Discussion with Presidents of GAPSA & COGS
• Discussion with Center for Health Interprofessional Programs (CHIP)

Issues identified by the Committee
The AHC SCC feels that there is good representation from all the programs in the AHC, including those from Duluth and Rochester. The one exception is that Dental Therapy sends representative to the meetings but this position has not yet been added to the committee charge. The two system campuses are connected to meetings via ITV, which can hamper robust participation. However, in person attendance is impossible given class schedules and travel time.

In terms of working with other parts of the AHC, scheduling constraints only allow it to meet once per year with the Vice President for Health Sciences and prevent holding a joint meeting.
with the AHC FCC. However, the Center for Health Interprofessional Programs (CHiP) Chair attends each meeting to provide information to members.

As for the work of the committee, members unanimously felt that they were not appropriately consulted on policy or procedure changes. One example given was the recent change of health insurance for AHC students; the committee first heard from an administrator when the change was being implemented and had no opportunity to issue an opinion or consult with the students they represent. On a similar note, members feel that meetings are merely informational; actions or initiatives are rarely taken or considered, and no follow-up is provided back to the committee when it does make a recommendation.

Lastly, the committee felt that greater emphasis needed to be placed on succession information. Each member who is leaving should provide his/her successor a list of previous year accomplishments and important issues still under review.

**ConC Recommendations for this Committee**

ConC will forward a Bylaw change to the Student Senate to formally recognize the representative from Dental Therapy.

ConC recommends that the chair and members work on their succession plan information at a meeting in late spring which can provide consistent information to be shared with new members. The chairs of the AHC SCC and AHC FCC should meet at least once each semester to discuss issues of mutual interest. ConC also recommends that a joint meeting of the two committees be held once each year. If neither committee’s meeting time works for the other committee, then a mutually-agreed upon date and time, possibly over the lunch hour, should be considered.

Lastly ConC recommends that a representative from the AHC administration should be attending committee meetings to make sure that concerns are heard and can be addressed. This will also allow the AHC administration to bring issues affecting AHC students to the committee for their consultation before decisions are made.
ALL-UNIVERSITY HONORS COMMITTEE

The Review
One member of the Committee on Committees (David Kirkpatrick) met with the committee on October 8, 2014. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, William Tolman, on October 3, 2014.

List of Significant Activities from 2009-10 to 2013-14

2009-10
*Items sent to the Senate for action/discussion*
  • None
*Items sent to the Senate for information*
  • None
*Significant consultation*
  • Regents Policy on Awards, Honors, and Recognition and a new Namings Policy
  • Committee chair and director meet with collegiate deans
*Other*
  • Approved 5 honorary degrees (HD’s), 14 Outstanding Achievement Awards (OAA’s), 12 Alumni Service Awards (ASA), and 4 namings

2010-11
*Items sent to the Senate for action/discussion*
  • None
*Items sent to the Senate for information*
  • None
*Significant consultation*
  • Committee chair and director meet with collegiate deans
*Other*
  • Approved 6 HD’s, 13 OAA’s, 1 Award of Distinction (AOD), 15 ASA’s, and 6 namings

2011-12
*Items sent to the Senate for action/discussion*
  • None
*Items sent to the Senate for information*
  • None
*Significant consultation*
  • Committee chair and director meet with collegiate deans
*Other*
  • Approved 5 HD’s, 10 OAA’s, 16 ASA’s, and 2 namings

2012-13
*Items sent to the Senate for action/discussion*
  • None
*Items sent to the Senate for information*
  • None
*Significant consultation*
  • Committee chair and director meet with collegiate deans
*Other*
  • Approved 2 HD’s, 8 OAA’s, 11 ASA’s

2013-14
*Items sent to the Senate for action/discussion*
• None

**Items sent to the Senate for information**
• None

**Significant consultation**
• Committee chair and director meet with collegiate deans

**Other**
• Approved 3 HD’s, 12 OAA’s, 2 AOD’s, 11 ASA’s, and 1 naming

**Issues identified by the Committee**
The committee noted that the voice of alumni, students, and system campus members is important to the functioning of the group, in order to ensure that all groups are considered when honors nominations are solicited and awarded. As there are few meetings scheduled, it is important that all members attend on each date. The committee discussed reviewing the award process as part of the Strategic Plan.

**ConC Recommendations for this Committee**
There are no recommendations for this committee.
FINANCE AND PLANNING COMMITTEE

The Review
Two members of the Committee on Committees (John Matheson and Nelson Rhodus) met with the committee on October 7, 2014. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Gary Cohen, on October 7, 2014.

List of Significant Activities from 2009-10 to 2013-14

2009-10

*Items sent to the Senate for action/discussion*
- None

*Items sent to the Senate for information*
- None

*Significant consultation*
- Space use and costs
- LRT impact
- UMPhysicians-Fairview Clinical integration
- Administrative cost pools
- Graduate fellowships
- Fees
- Statement on cost pools and financial aid
- Employee health care issues and costs

*Other*
- Institutional risk and spending political capital
- Internal audit trends
- Facility conditions, utilization, and investments
- Financial future and future financing of the University
- Sustainability
- Risk aversion
- Audits
- Blue-ribbon committees
- Purchasing initiative

2010-11

*Items sent to the Senate for action/discussion*
- None

*Items sent to the Senate for information*
- None

*Significant consultation*
- long-term financial planning
- fully-allocated cost of mission activities

*Other*
- AHC report
- structure of salary increases
- benefits changes for 2012
- EFS and Enterprise system updates
- salary instructions for 2012-13
- federal budget and implications for the University
- differential undergraduate tuition/fees
- six-year capital plan
- debt capacity
- overview of the Office of the Vice Provost for Student Affairs
• Biomedical Discovery District
• annual financial report

2011-12
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• salary instructions and motion made to make three points to SCFA
• Graduate School model for funds distribution
• cellphone reimbursement policy
• faculty development fund for use of classroom technology
• college administration and budgets (discussion with three deans)
• course “poaching”
• Ambulatory Care Center financing plan
• policy on funding and approval of capital projects
Other
• review of administrative units
• Undergraduate Education
• update on FY13 support unit budgets (the cost pools)
• postdoc vacation payout policy
• draft six-year capital plan
• endowment and foundation returns
• graduate program quality metrics
• football game-day parking
• course fees
• centralization vs. decentralization
• course “poaching”
• budget framework for FY13
• workforce analysis and methodology issues in defining administrative costs
• long-term financial forecasting

2012-13
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• new criteria for capital projects
• tuition and financial aid
Other
• compact process
• six-year capital plan and capital improvement budget
• Administrative Services Benchmarking and Diagnostic Study update
• spans and layers report
• annual debt management report

2013-14
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• Enterprise System Upgrade Project (ESUP)
• Mandatory Salary Increases and Gender Equity Adjustments
• Cost pools
• Graduate and professional student debt/finances
• Strategic plan
• Facilities condition assessment and facilities utilization assessment
• centralization vs. decentralization and finance functions
• cost benchmarking
• simplifying fringe benefit accounting
• the impact of mandatory salary increases

Other
• FY15 Quality Metrics Allocation Plan
• FY15 Capital Budget
• Compact process
• FY15 Annual Operating Budget
• Minnesota’s Economic Outlook by State Economist Laura Kalambokidis
• Pay periods
• Maroon and gold scholarships
• operational excellence implementation plan
• institutional risk tolerance
• University of Minnesota Foundation update
• draft committee statement on student loans
• draft committee statement on the budget process
• financing health sciences and professional education

Issues identified by the Committee
The committee felt that its charge was reasonable and its membership was appropriate. It was noted that ex officio members on the committee are essential to the work that it does, and that most items from the committee are sent to the Faculty Consultative Committee instead of to the Senate. Issues identified by the committee are increased participation from non-faculty members, orientation for new members, and receiving advanced notice of budget issues. An example of this is that the committee read about the Duluth budget shortfall in the newspaper instead of being provided information at a meeting.

ConC Recommendations for this Committee
ConC recommends that part of the first meeting each fall be devoted to an orientation of what the committee does and what information is typically presented as part of the annual budget processes. This will provide an orientation for new members and might help non-faculty members feel confident in participating during meetings.
RESEARCH COMMITTEE

The Review
Two members of the Committee on Committees (Shawn Curley and Marilyn DeLong) met with the committee on October 20, 2014. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Maria Gini, on October 17, 2014.

List of Significant Activities from 2009-10 to 2013-14

2009-10
Items sent to the Senate for action/discussion
• None
Items sent to the Senate for information
• None
Significant consultation
• graduate student compensation issues
• sustainability of the research enterprise
• report to the Regents on research
• administrative conflict-of-interest policy
• proposed changes to the Regents policy on Commercialization of Intellectual Property Rights
• statement to the Board of Regents on the presidential search
• research openness exemption
• clinical care conflict-of-interest policy
• statement on legislative issues
• changes to Regents' policy on submitting and accepting sponsored projects
• statement on the value of research that is not externally-funded
• IRB review of proposals not funded externally
• Principles Governing Private Sponsorship of Research
• Establishing an open-access fund
• policy revisions
Other
• International issues in research
• NSF responsible-conduct-of-research-training requirement
• patents and royalties
• EFS impact on research
• draft conflict-of-interest policy
• revisions to the Regents policy on individual conflicts of interest
• Cyberinformatics
• report from federal relations
• update on requirement for instruction in the responsible conduct of research
• Solutions for Integrated Research Compliance
• update from Sponsored Projects Administration
• summer effort
• radiation policy
• salary reductions for individuals supported by grants
• responsible-conduct-of-research training
• Bioinformatics Initiative (RISS)
• risk tolerance
• Research Infrastructure Initiative
• National Research Council rankings/ratings
• data retention and management
• international research issues
• effort reporting
• post doc issues
• annual research report
• Procedure for Establishing, Operating, and Evaluating University-wide Centers
• chemical facility anti-terrorism standards update
• Solutions for Integrated Research Compliance (SIRC)
• certified PI program
• human subjects regulations;
• new fixed-price close-out procedures
• effort certification
• industry sponsored research

2010-11

*Items sent to the Senate for action/discussion*
• None

*Items sent to the Senate for information*
• None

*Significant consultation*
• student international travel

*Other*
• research infrastructure strategic planning process
• response to proposed changes to federal human-subjects regulations
• graduate student financing task force
• impact of the conflict-of-interest policy on consulting and technology commercialization
• changes to the federal conflict-of-interest regulations
• Research Scientist proposal
• Impact of the Conflict-of-Interest Policy on Consulting

2011-12

*Items sent to the Senate for action/discussion*
• None

*Items sent to the Senate for information*
• None

*Significant consultation*
• conflict of interest and faculty entrepreneurship
• establishing an open-access publishing fund
• entrepreneurial leave program

*Other*
• Statement on research to FCC
• human subjects regulations
• grants job family
• request for exemption from the Openness in Research policy
• policy revisions on cost transfers, use of controlled substances in research, export controls & graduate student international travel

2012-13

*Items sent to the Senate for action/discussion*
• None

*Items sent to the Senate for information*
• None

*Significant consultation*
• student international travel
• research infrastructure strategic planning process
• statement on Congressional ban on NSF funding for political science research to FCC
• statement on research training grants to FCC

Other
• Federal Demonstration Partnership faculty workload survey
• research infrastructure strategic planning process
• research subject payments
• protection of human subjects and community-engaged research
• indirect cost rates and community-engaged research
• background checks for community-based activities
• policy on Animal Care and Use
• policy on Activities Involving Recombinant and Synthetic Nucleic Acid Molecules or Other Potentially Hazardous Biological Agents
• Minnesota Partnership for Biotechnology and Medical Genomics
• Research Infrastructure Investment Program 2013
• AAUP Recommended Principles & Practices to Guide Academy-Industry Relationships
• sequestration
• federal Demonstration Partnership (FDP) Faculty Workload Survey
• statement on support for grant proposals
• areas of University research strength
• Office of the Vice President for Research priorities
• Minnesota Government Data Practices Act requests and scholarly work

2013-14

Items sent to the Senate for action/discussion
• None

Items sent to the Senate for information
• None

Significant consultation
• shield amendment for research and scholarly work
• incorporating parental leave costs in the fringe benefit cost pool
• IRB Exempt status
• risk recalibration initiative: elimination of Responsible Conduct of Research continuing education requirements

Other
• Research risk policy recalibration
• information systems capacity for research
• graduate student financing
• research with Native Americans
• research infrastructure
• publicly-engaged research
• Research Animal Resources study
• review of studies without peer review that involve more than minimal risk
• barriers to interdisciplinary research

2014-15

Items sent to the Senate for action/discussion
• None

Items sent to the Senate for information
• None

Significant consultation
• RCR training requirements
• preparation of post-docs and lack of tenure track academic jobs
• discussion of maternity leaves and fringe benefits

Other
• Uniform Guidance policy
• Data management
• job family reclassification survey and research
• export controls policy

Issues identified by the Committee
The committee felt that its charge and membership were appropriate. It was noted that the recent addition of a post-doc representative was greatly appreciated by that group, however this group was missing from the initial description of the committee.

As committee issues can sometimes take several meetings to resolve, on-boarding for new members is a concern, whether they join in September or later in the year.

ConC Recommendations for this Committee
ConC will forward a Bylaw change to the Faculty Senate to add post-doc to the initial description of the committee.
The Review
Three members of the Committee on Committees (Rick McCormick, Steven Pearthree, and Fang Yu) met with the committee on October 8, 2014. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Jennifer Goodnough, on October 6, 2014.

List of Significant Activities from 2009-10 to 2013-14

2009-10

**Items sent to the Senate for action/discussion**
- Recommendation to SCEP that the Administrative Policy on Grading and Transcripts be revised. The current provision that only Morris prevents a student from withdrawing from a class due to scholastic dishonesty should be expanded to the Twin Cities.
- Recommendation to SCEP that the Administrative Policy on Teaching and Learning: Instructor and Unit Responsibilities be revised.

**Items sent to the Senate for information**
- None

**Significant consultation**
- None

**Other**
- Administrative Policy on Managing Student Records was updated to include disciplinary background checks
- Met with Law School and Medical School to review how scholastic dishonesty violations are handled within each of these colleges.

2010-11

**Items sent to the Senate for action/discussion**
- None

**Items sent to the Senate for information**
- None

**Significant consultation**
- Recommended an email to faculty each semester regarding scholastic dishonesty and OSCAI
- Recommended an email to faculty when a student withdraws from a class for any reason

**Other**
- Met with Dental School, Public Health, Carlson MBA Programs, and Veterinary Medicine to review how scholastic dishonesty violations are handled within each of these colleges.

2011-12

**Items sent to the Senate for action/discussion**
- None

**Items sent to the Senate for information**
- None

**Significant consultation**
- Plagiarism definition for the Student Conduct Code
- Email to faculty each semester regarding scholastic dishonesty and OSCAI was started
- Email to faculty when a student withdraws from a class for any reason was started

**Other**
- Discussed participation in the McCabe survey of scholastic dishonesty on campus
- Met with Pharmacy to review how scholastic dishonesty violations are handled within the college.
• Drafted report to Provost on how scholastic dishonesty violations are handled within the professional schools.

2012-13

Items sent to the Senate for action/discussion
• None

Items sent to the Senate for information
• None

Significant consultation
• Reviewed draft sanctioning guidelines for OSCAI
• Reviewed draft survey to faculty and administrators on the scholastic dishonesty reporting process

Other
• McCabe survey report

2013-14

Items sent to the Senate for action/discussion
• None

Items sent to the Senate for information
• None

Significant consultation
• Reviewed draft program proposal for handling scholastic dishonesty cases based on a Restorative Justice model
• Reviewed survey data from faculty and administrators on the scholastic dishonesty reporting process

Other
• Met with Vice Provost Carney to discuss academic integrity information provided at New Faculty Orientation
• Met with Beth Lindgren Clark to discuss academic integrity information provided to first-year students

Issues identified by the Committee

While the membership of the committee appears to be appropriate, there is often a lack of student members at meetings and their input is key when discussing issues. The committee discussed increased participation from the system campuses as well as the appointment of a department head/chair as a way to provide input into how mandates are communicated to the faculty. The committee has also been fortunate to have a representative from the Libraries on the committee since last year since this area interacts with students when writing and researching papers.

Members appreciated the Google Hangout technology available in the meeting room. This year’s chair is from Morris, and while she tries to attend all meetings in person, the video system allows her to fully participate in meetings when she cannot make it to the Twin Cities.

ConC Recommendations for this Committee

ConC will look for a department head/chair to serve on the committee and encourage representation from the system campuses. A Bylaw change will also be proposed to add a Rochester student seat to the committee.
APPENDIX 1
Information Presented to Each Committee

A. Letter sent to Each Committee Chair from the Chair of the Committee on Committees – September 2014

Dear [colleague],

As part of its regular function, each year the Committee on Committees (ConC) asks Senate committee chairs and others for recommendations for committee membership. A second function of our committee is to communicate with all committees on a routine basis to ensure that their charges are current and that the committee feels comfortable working to achieve that charge; this review process occurs on a 4-5 year average cycle.

We have been doing this for a few years now and [committee] is one of the groups that we will interview this fall. As the first step in this process, I would like to meet with you to get your views on your committee’s charge and capacity. Following that meeting, a few members of the ConC will be an agenda item at a fall semester meeting of your committee, preferably October or early November, to review and discuss the committee charge with the committee. We will invite all members of the committee and its staff to give their input through email in the weeks following this meeting.

Members of the ConC will then draft a report, to be shared with you, for consideration by the ConC as a whole. Should our discussion result in any recommendation for change in committee structure, charge, or membership, our written recommendation would be sent to the Senate Consultative Committee and to the University/Faculty Senate at large, as is spelled out in our charge as follows:

"b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the Senate Consultative Committee about any changes in committee structure, charge, or membership which it deems appropriate."

c. To review and forward as appropriate to the University/Faculty Senate any proposed changes to the charge, membership, or ex officio members for committees of the University/Faculty Senate prior to approval from the University/Faculty Senate."

(For the entire text of the ConC charge, please see http://www1.umn.edu/usenate/charges/concch.html)

I look forward to our conversation about your committee’s work. If it would be more efficient, Becky Hippert from the Senate office can work to set up a time when we can get together to talk about the committee. Just let me know what might work best for you.

Also, please let me know as soon as possible at which October or November meeting ConC members can be invited to your committee’s meeting to hold a discussion. Thank you for your time and support in this review process.

Sincerely,

Stacy Doepner-Hove
Chair, Committee on Committees
**B. Committee Charges**

Faculty Senate Bylaws, Article IV., Section 5

**B. ACADEMIC HEALTH CENTER FACULTY CONSULTATIVE COMMITTEE**

The Academic Health Center Faculty Consultative Committee shall represent the faculty at large in the Academic Health Center and not the individual institutes, colleges, schools, or departments.

**Membership**

The AHC FCC shall be composed of 8 faculty members as follows: 3 from the Medical School (one from Basic Sciences, one from Clinical Sciences, and one from the School of Medicine, UMD) and 1 each from Dentistry, Nursing, Pharmacy, Public Health, and Veterinary Medicine. Members shall be nominated and elected by the colleges’ faculty governance committees.

In case of a faculty vacancy, the remaining members of the Academic Health Center Faculty Consultative shall fill the vacancy, by majority vote, with an interim appointment until the next general election.

The Academic Health Center Faculty Consultative Committee shall elect its chair from amongst its members for a one-year term of office. The chair shall be eligible for re-election to that position.

**Duties and Responsibilities**

**Steering**

a. To meet at least monthly to discuss matters of concern to the faculty.
b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the Senior Vice President for Health Sciences or Administrative officers or from the subcommittees.
c. The chair shall meet each semester with the chair of the AHC Student Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.
d. To advise the Senior Vice President for Health Sciences on procedures for making administrative appointments and to participate in the selection process.
e. To create and terminate all subcommittees of the AHC FCC.

**Executive**

a. To serve as a deliberative body of the AHC Faculty Assembly on all major items it deems necessary and appropriate and to call meetings of the AHC Faculty Assembly as needed.
b. To act on behalf of the AHC Faculty Assembly when a decision is required and when it would not be possible to convene a special meeting of the AHC Faculty Assembly in a timely fashion.
c. To report regularly on any matters which, in its judgment, should be brought to the attention of the AHC or specifically to the attention and consideration of the AHC Faculty Assembly.

d. To examine any action taken respecting the AHC by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.

(updated: 5/20/14)

Student Senate Bylaws, Article VI., Section 5

A. ACADEMIC HEALTH CENTER STUDENT CONSULTATIVE COMMITTEE

The Academic Health Center Student Consultative Committee (AHC SCC) shall represent the graduate, professional, and undergraduate students and not the individual institutes, colleges, schools, or departments within the Academic Health Center.

Membership:

The Academic Health Center Student Consultative Committee shall be composed of 15 student members [2 from the Medical School-Twin Cities, and 1 each from Dental Hygiene, Dentistry, the Medical School-Duluth, Medical Lab Sciences-Rochester, Medical Lab Sciences-Twin Cities, Mortuary Science, Nursing-Rochester, Nursing-Twin Cities, Occupational Therapy-Rochester, Occupational Therapy-Twin Cities, Pharmacy-Duluth, Pharmacy-Twin Cities, Physical Therapy, Public Health, and Veterinary Medicine.]. Each member is elected/appointed by his/her respective student board if one exists. Otherwise appointments shall be made by a program advisor.

The Academic Health Center Student Consultative Committee shall elect its chair from amongst its members for a one year term of office. The chair shall be eligible for re-election to that position.

Duties and Responsibilities

a. To meet at least monthly to discuss matters of concern to students.

b. To meet regularly with the Senior Vice President for the Health Sciences, the Assistant Vice President for Education, and other academic officers to represent the viewpoints of students.

c. The chair shall meet each semester with the chair of the AHC Faculty Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.

d. The chair shall meet each semester with the chair of CHIP to discuss issues of concern to both groups.

e. Each representative shall report to his/her student board/class at least once each semester.

f. To meet and report to the Student Senate Consultative Committee as needed.

(updated: 10/2/14)
University Senate Bylaws, Article II., Section 5

B. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of:
no more than 8 faculty members (including one from each system campus, where appropriate),
2 academic professional members,
3 students,
2 civil service members,
5 alumni, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, and student members shall be appointed by the Committee on Committees. Alumni members shall be appointed by the director of alumni relations.

Duties and Responsibilities

a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.

b. To review such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.

c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.

d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

(updated: 5/20/14)

1. Ex Officio Members of University Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The University Senate vice chair may not designate an alternative representative to the Senate Consultative Committee.

- All-University Honors--Office of the Senior Vice President for Academic Affairs and Provost; Office of the President (three representatives, including one from Alumni Relations and one from the Office of Development); Office of the Chancellor – Duluth; Office of the Chancellor - Crookston
Faculty Senate Bylaws, Article IV., Section 5

I. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior University officers on all major issues of planning, budget, resource allocation policy, and University operations.

The committee is expected to consider matters of University-wide policy or effect.

The Committee may, from time to time, act as a Twin Cities campus committee, and take up matters exclusively of concern to the Twin Cities, and may appoint subcommittees to deal with issues that pertain to the entire University or only to the Twin Cities campus.

Membership

The Finance and Planning Committee shall be composed of
10 faculty members,
2 academic professional members,
4 students,
2 civil service members, and
ex officio representation as specified by vote of the University Senate.
Faculty, academic professional, and student members shall be appointed by the Committee on Committees. Civil service members shall be appointed by the Civil Service Consultative Committee.

Duties and Responsibilities

a. To consult with and advise the president and senior University officers on planning, and in particular on financial and operational planning.

b. To consult with and advise the president and senior academic and financial officers on the development of the biennial request, of supplemental budget requests, and the annual budget and to review the implementation of the annual budget.

c. To consult with and advise the president and senior University officers on the development of the University's capital budget and capital plans, the biennial capital request, supplemental capital requests, and the implementation of capital projects.

d. To participate in the development and review of all physical facilities planning.

e. To consult with and advise the president and senior University officers on the financial and operational aspects of all major proposals and policy initiatives.

f. To consult with and advise the president and senior University officers on other questions of resource allocation, including space allocation.

g. To consult with and advise the president and senior University officers on the periodic review of University operations.

h. To recommend to the Faculty Consultative Committee, Senate Consultative Committee, or to other Senate committees such actions or policies as it deems appropriate.
To take up other matters as shall be referred to the committee by the Faculty Consultative Committee, the Senate Consultative committee, or other Senate Committees.

(updated: 5/20/14)

1. Ex Officio Members of Faculty Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The Faculty Senate vice chair may not designate an alternative representative to the Faculty Consultative Committee.

- Finance and Planning--Office of the Senior Vice President for Academic Affairs and Provost (two representatives); Office of the Vice President for Budget and Finance (two representatives, including one from the Controller's Office); Office of the Vice President for University Services; Chair of the Academic Health Center Faculty Consultative Committee

Faculty Senate Bylaws, Article IV., Section 5

K. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of:
15 faculty members,
2 academic professional members,
3 students,
1 civil service staff member,
1 postdoctoral fellow/associate, and
ex officio representation as specified by vote of the Faculty Senate.

Faculty, academic professional, and student members shall be appointed by the Committee on Committees. Academic professional members must be eligible to serve in the Faculty Senate. Postdoc members shall be appointed by the Postdoctoral Association. Civil service members shall be appointed by the Civil Service Consultative Committee.

Duties and Responsibilities

a. To recommend to the Faculty Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.

b. To consult with and advise the president and senior academic officers on the stimulation of and support for research activities.

c. To assist in the evaluation of research programs within the University.
d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.

e. To advise the Vice President for Research and the Dean of the Graduate School on matters relating to research.

(updated: 5/20/14)

1. Ex Officio Members of Faculty Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The Faculty Senate vice chair may not designate an alternative representative to the Faculty Consultative Committee.

- Research--Office of the Senior Vice President for Academic Affairs and Provost; Director of the Agricultural Experiment Station; Office of the Vice President for Budget and Finance; Office of the Vice President for Health Sciences; Vice President for Research (two representatives); University Librarian; Director of Institutional Compliance

University Senate Bylaws, Article II., Section 5

K. STUDENT ACADEMIC INTEGRITY COMMITTEE

The Student Academic Integrity Committee is an advisory body to the Senior Vice President for Academic Affairs and Provost and to the administrative officers responsible for education, outreach, and sanctions related to issues of academic integrity.

Membership

The Student Academic Integrity Committee shall be composed of:

5 faculty members,
3 academic professional members,
5 students (at least one of whom shall be a graduate or professional student and at least one of whom shall be an undergraduate student from each of the Crookston, Duluth, Morris and Twin Cities campuses), and
ex officio representation as specified by vote of the University Senate.

Members will be appointed by the Committee on Committees. Academic professional members must be eligible to serve in the Faculty Senate. At least 1 faculty or academic professional member must be from a system campus. The chair of the committee shall be a tenured faculty member.

Duties and Responsibilities

a. To review the appropriateness and adequacy of the mechanisms to deal with academic integrity in the University as a whole, on each of the campuses, and in each of the colleges, and to make recommendations to the appropriate campus administrators and the
University Senate for revisions of University policies that are necessary to ensure academic integrity.

b. To advise the appropriate campus administrators who have primary responsibility for academic integrity on all matters the committee deems appropriate, including but not limited to (1) ways to make academic integrity an integral value of the University, (2) the development and dissemination of best practices to ensure academic integrity, (3) processes and procedures for considering allegations of student academic misconduct, and (4) the nature of sanctions that should be imposed on those who are found to have violated University rules concerning academic integrity.

c. To review records of academic misconduct allegations in order to make policy recommendations to the appropriate campus administrators who have primary responsibility for academic integrity and the Senate.

d. To advise the Senior Vice President for Academic Affairs and Provost regarding the appointment of the Twin Cities academic integrity officer.

e. To confer with appropriate Senate committees on matters of academic integrity as needed.

[Note: this bylaw and references to academic misconduct are not to be construed as conflicting with, or superseding, other bylaws or University policies related to research misconduct, conflict of interest, or the ethical conduct of research and scholarship.]

[Note: individual colleges and campuses may also appoint committees on academic integrity issues, which will review and promote academic integrity issues in the particular unit.]

(updated: 5/20/14)

1. Ex Officio Members of University Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The University Senate vice chair may not designate an alternative representative to the Senate Consultative Committee.

- **Student Academic Integrity**—Office of the Senior Vice President for Academic Affairs and Provost (two representatives, including the Director of the Office for Student Conduct and Academic Integrity)