



To:	Keith Nainby, Speaker of the Faculty
From:	Matt Cover, Chair, Committee on Committees, 2020-2021
Date:	May 6, 2021
RE:	Annual Report of the Committee on Committees, 2020-2021

First, I would like to give my thanks and appreciation to the members of the 2020-2021 Committee on Committees:

Matt Cover, Chair, COS
Cathlin Davis, COEKSW
Maryann Hight, Speaker-elect
Mirta Maldonado, Any College, Library, Counseling
Keith Nainby, Speaker
Tyler Schafer, CAHSS
David Zhu, CBA

I am very grateful for all of their hard work and service towards the goal of faculty representation on various campus committees, thereby supporting the principles of shared governance. Additionally, I would like to thank Minerva Perez for all of her work, assistance, and support for the Committee. She has done an invaluable job of keeping us on track, organized, and informed, and engaging in abundant communication with faculty, staff, and administrators on behalf of the committee. She has made it possible for me to do my job as the Committee Chair, and for that I am most grateful.

The Committee would also like to acknowledge that the campus senior administration has made an outstanding effort to work with this Committee in the spirit of shared governance. We have worked well together and maintained a friendly and cordial working relationship. We are very appreciative of this, and we hope that the positive dialogue and atmosphere will continue in the future.

Summary of Activities

Thus far the University Committee on Committees (CoC) has met 9 times in AY 2020-21. Meeting duration was typically 1.5-2 hours. Additionally, extensive communication among committee members took place outside of regular meetings, using both email and Microsoft Teams.

The activities of CoC include:

- Regular appointments of faculty to *ad hoc* and search committees as needed throughout the year, as well as appointments of faculty to vacated positions because of sabbaticals and other leave.
- Distribution of the Committee Preference Form and Memo to all faculty in February.
- Review of the responses to the Committee Preference Form, nomination of faculty for elected positions for the following academic year, and distribution of the ballot in March.
- Administering the election of faculty governance positions in April.
- Appointment of faculty to appointed committees in May for the following academic year.

In addition to the regular work listed above, we addressed the following two issues:



Communication and Information Sharing within the Committee

Early in the Fall 2020 semester the committee discussed how we can best communicate and share information. Given the challenges and limitations of email for extensive back-and-forth discussions, CoC members agreed to try using the Microsoft Teams, including the “Posts” and “Files” components, to facilitate communication. We found this system to be advantageous in many ways, and used Teams extensively throughout the academic year. One challenge, however, was the need for all committee members to frequently check the Teams app. As our committee work became especially busy during the Spring 2021 semester, there was a tendency for much of the discussion to take place via email once again, as we collectively recognized that some members checked email more frequently than Teams. In the future, I recommend that CoC continue discussion of appropriate systems and protocols for communication, and try to reach consensus and agreement early in the academic year about appropriate communication approaches.

Outreach and Communication with Faculty

CoC explored several opportunities for improving communication, transparency, and engagement with all faculty. Specifically, we discussed and implemented several changes to the Committee Preference Memo and Survey distributed to faculty in the Spring. With generous assistance and support from Minerva Perez, the committee implemented the following:

- Included an option for respondents to receive a copy of their form submission via email for their records.
- Included several open-ended questions on the survey for faculty to describe their availability and preference for particular roles.
- Included hyperlinks to web pages with descriptions and charges of committees, when available.
- Added survey options aimed at improving inclusion by more accurately describing the full range of roles and positions held by faculty, including librarian positions.
- Encouraged non-tenured/tenure-track faculty to complete the survey, while acknowledging that service is not a part of their workload and not expected, and that mechanisms are missing that would provide compensation for this important work.
- Sent several follow-up email reminders to faculty with requests to complete the preference form, even if faculty would be on sabbatical or unavailable to volunteer.

One unexpected challenge in communication with faculty came from delays in updating the all-faculty email list with new hires in 2020, as a result of staff changeover in the Office of Faculty Affairs. CoC will need to remain vigilant in the future to ensure that all faculty are included in the process of identifying faculty for service roles.

Committee Preference Forms

This year, we received **196** Committee Preference Forms, a decrease from **208** in 2019-2020. We offer our sincere thanks to all of our colleagues who submitted their committee preference forms and who volunteered to do the important work of preserving the faculty voice in university affairs. Previous CoC annual reports discuss struggles to assemble the ballot and nominate faculty for committee service. In contrast, and despite the decrease in submitted forms this year, CoC found that faculty we contacted about service opportunities were extremely generous with their time and volunteerism, despite extremely high workloads and responsibilities.

One area in particular that CoC identified as an ongoing challenge is the availability of librarians and counselors to fill a variety of service roles. This absolutely does not reflect the willingness of these faculty to serve; to the contrary, faculty from the library and counseling exhibit much higher service records than many other disciplines. Rather, it is the insufficient number of faculty in these disciplines, most notably the lack of tenure-track counselors, coupled with the fact that many committees specify appointments from these disciplines, that creates a high service burden on faculty in these areas. We strongly recommend that the University consider the service roles that librarians and counselors play when considering faculty hiring priorities.



Ballot and Elected Faculty Positions

After extensive discussions and communications with potential nominees, CoC distributed the Nominations for Faculty Representatives on General Faculty and Academic Senate Committees for 2021-2022 on April 12, 2021. The ballot was distributed on April 19, and results were announced on April 26. Approximately 200 ballots were submitted and counted, out of 475 eligible voters.

Given the unprecedented personal and professional challenges many of us have faced over the past year, it is a testament to the tremendous dedication of our faculty to both governance and service that nearly every elected position on the ballot had two or more candidates. We especially acknowledge and appreciate those faculty who volunteered for university service for the first time or who took on new levels of engagement with service. CoC was especially focused on emphasizing diversity, equity, and inclusion in the process of nominating faculty for elected and appointed positions, and we recognize that there is much room for improvement in insuring that faculty leadership positions reflect the diversity of our faculty in terms of personal and social identities, disciplines, and roles.

Committee Appointments

As of May 6 the Committee on Committees has made a total of **66 appointments** and recommendations across **31 committees**, subcommittees, ad hoc/search committees, boards, and working groups in the 2019-2020 academic year. Importantly, these do not include totals for appointed committees in 2021-2022; this work is being undertaken this month. We understand that some of these committee assignments can be challenging because of the time commitment. We are grateful that many of our colleagues willingly agreed to serve on these committees even when faculty already have a high workload.

The **committees** to which we provided **appointments and recommendations** include (number of individuals are in parentheses):

- Faculty Athletics Representative (1)
- COS replacement for Assessment of Student Learning Subcommittee (1)
- Student Fee Advisor Committee (1)
- Instructionally Related Activities Committee (1)
- Election of counselor Representative on UEPC (1)
- Search Committee for the AVP/Dean of Students (2)
- Support Unit Review Committee (1)
- Campus Master Plan Committee (1)
- University Committee on Public Art (3)
- Stan State Mobile app working group (2)
- Security Advisory Committee (1)
- Search Committee for the AVP of Capital Planning and Facilities Management (3)
- Director of Learning Commons Search Committee (1)
- Spring 2021 Sabbatical Replacement for Enrollment Management Committee (1)
- Spring 2021 Sabbatical Replacement for GE Subcommittee (1)
- Campus Naming Committee (2)
- Commencement Speaker Committee (4)
- Ad hoc committee on the Implementation of the Ethnic Studies Requirement (8)
- Academic Space Planning Committee (5)
- Scheduling conflict replacement for the At-large position on UEPC (1)
- Ad Hoc Committee on Supporting Effective Teaching (5)
- Root Cause Analysis for OIT Network Outage Working Group (2)
- Search Committee for Provost/VPAA (5)



- CBA representative for Search Committee for Dean of Research and Graduate Education (1)
- Replacement for the At-Large position on the Ad Hoc Committee on the Multicultural Requirement (1)
- Search Committee for the Interim AVP of Faculty Affairs (5)
- Basic Needs Committee (1)
- Science in the Community Steering Committee (new committee; 7)
- Search Committee for the Director of the Community Equity research Center (4)

Respectfully submitted,
Matt Cover
Chair, Committee on Committees, 2020-2021