Committee Primer

The University has several distinct groups of University-wide committees which derive their responsibilities from either the Oregon Revised Statutes, the University of Oregon Constitution and/or UO Senate Actions.

Committee members are either appointed or elected from the entire University, not solely from the Senate, as indicated by their enabling legislation.

Internal Committees
Internal Senate Committees consist of five committees charged with a variety of functions for the University Senate, including participation in: fiscal policy, advising the Senate President, making nominations, clarifying and/or proposing editorial changes to notice of motions, and oversight of the committee structure.

Standing Committees
These committees are established by University Senate legislation and whose charges have broad relevance to and impact upon the general university community. University Standing Committees report to the Senate and in some cases also report to the administration based on their enabling legislation. These committees can be either appointed or elected.

Ad Hoc Committees
These groups are created and convened by the Senate to complete a short term need or project. Service can last a few weeks to a year or two in duration.

Administrative Advisory Groups
These groups are formed to advise the administration about a particular area of concern. Their membership and charge are defined by the administration in consultation with the University Senate. They also have an obligation to raise matters of concern to the University Senate and to keep the Senate apprised of major decisions.

Committees to Know

Committee on Committees
The Committee on Committees is charged with the oversight of the committee structure within the system of shared governance. Its work is focused primarily on three areas: Appointing committee membership; Maintaining committee operating processes and coordinating committees. The Committee on Committees shall generally have 10-12 members from the Statutory Faculty as defined in the University of Oregon Constitution Section 2.2. To facilitate its work, the Committee membership should represent the broadest possible cross-section of campus academic units including CAS and the professional schools. The Senate Vice President is the chair of the Committee on Committees.

Academic Council
The role of the Academic Council is to discuss and review academic issues and present recommendations for action to the University Senate. The Academic Council shall act on request by any of the committees it represents, or on request by the Senate or on its own initiative. The academic council is a standing committee that derives its responsibilities from the University of
Oregon Constitution. Membership of the Academic Council includes a chair or designee from each committee that has responsibilities covering academic issues, such as Academic Requirements, Committee on Courses, Graduate Council, Scholastic Review Committee, Undergraduate Council, and University Library Committee, Senate Budget Committee and Faculty Personnel Committee. The Provost, Senior Vice-Provost for Academic Affairs, and Senate President [or designee] shall be ex-officio non-voting members.

**Committee on Courses**
The Committee on Courses is responsible for: (1) Screening all proposals for course changes and reporting its recommendations to the University faculty through the Faculty Senate; (2) Directing the University editor on the content and structure of the University Catalog; (3) Consulting with the Undergraduate Council and the Graduate Council on curricular patterns of concern; (4) Participating, on behalf of the University faculty, in planning the development and improvement of the instructional program of the institution; (5) Reviewing courses not taught on a regular basis; (6) Determining whether courses satisfy the multicultural requirement; (7) Monitoring adherence to the approved curriculum, standards, and policies on an as-needed basis; and, (8) Providing advice and assistance to schools and departments in the planning of the curriculum. Membership of the Committee on Courses consists of 7 teaching faculty with no two from the same department, nor more than two from the same school or college, with the exception of the College of Arts and Sciences, nor no more than two from any one of the three CAS divisions of Natural Sciences, Social Sciences and Humanities; 2 students, one graduate and one undergraduate; plus the following ex officio, nonvoting members: Catalog Editor or designee, Director of Academic Advising or designee, University Registrar or designee, and Dean of the Graduate School or designee.

**Senate Executive Committee**
The Executive Committee of the University Senate shall advise the Senate President, assist in setting the agenda for each Senate meeting and facilitate the work of the Senate. Monthly meetings shall be called by the Senate President and shall be generally scheduled two weeks prior to each Senate meeting. The Senate Executive Committee shall minimally consist of the Senate President (the chair), Senate Vice President, the immediate past Senate President, the chair of the Academic Council, three tenure-related faculty Senators, one Officer of Administration Senator, one Non-Tenure Track Faculty Senator, one Classified Staff Senator, the Officer of Research Senator, one Student Senator and the ASUO President or designee.

To find out more information about the committee system, including information on volunteer opportunities, please visit: committees.uoregon.edu