UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

Chair: Chair Liaison Secretary:	rte Member(s): f Members: mbers:	The chairperson will agenda for each medelegate responsible committee members chairperson will also committee; the apputhe committee; and might be of continucommittee records. Serve as a resource Works with Chair, Fix take minutes during for review, and disting Represent the Faculty Senate, Participate in committee and report committee and report committee and responsible for each minute should be supported to the search of the search will be supported to the search median and reported to the search median and	ach committee member) Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of a documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will go committee meetings, distribute minutes to committee members ribute approved minutes for posting on appropriate web site. Ity Senate at all committee meetings, report committee actions to and participate in committee responsibilities. In the responsibilities. In the responsibilities. In the responsibilities in committee responsibilities. Signature: Signature: Signature: Signature:	
Chair: Chair Liaison Secretary: Faculty Sena Faculty/Stafj Student Mer Ex Officio Me	nte Member(s): f Members: mbers: embers:	The chairperson will agenda for each medelegate responsible committee members chairperson will also committee; the apputhe committee; and might be of continucommittee records. Serve as a resource Works with Chair, Fix take minutes during for review, and disting Represent the Faculty Senate, Participate in committee and report committee and report committee and responsible for each minute should be supported to the search of the search will be supported to the search median and reported to the search median and	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate in performance, and make recommendations for membership. The committee of the charter of the committee of the charter of the committee of each committee meeting; the annual report of its documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will go committee meetings, distribute minutes to committee members without approved minutes for posting on appropriate web site. Ity Senate at all committee meetings, report committee actions to and participate in committee responsibilities. In the responsibilities. In the committee meetings, and participate in committee meetings, actions to the SGA, and participate in committee responsibilities.	
Chair: Chair Liaison Secretary: Faculty Sena Faculty/Staf	rte Member(s): f Members: mbers:	The chairperson will agenda for each medelegate responsible committee members chairperson will also committee; the apputhe committee; and might be of continucommittee records. Serve as a resource Works with Chair, Fix take minutes during for review, and disting Represent the Faculty Senate, Participate in committee and report committee and report committee and responsible for each minute should be supported to the search of the search will be supported to the search median and reported to the search median and	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate in performance, and make recommendations for membership. The committee of the charter of the committee of the charter of the committee of each committee meeting; the annual report of its documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will go committee meetings, distribute minutes to committee members without approved minutes for posting on appropriate web site. Ity Senate at all committee meetings, report committee actions to and participate in committee responsibilities. In the responsibilities. In the committee meetings, and participate in committee meetings, actions to the SGA, and participate in committee responsibilities.	
Chair: Chair Liaison Secretary: Faculty Sena Faculty/Staf	ite Member(s): f Members:	The chairperson wil agenda for each medelegate responsible committee membe chairperson will als committee; the appetite committee; the appetite committee; and might be of continucommittee records. Serve as a resource. Works with Chair, Fitake minutes during for review, and dist. Represent the Faculty Senate, Participate in committee records.	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of a documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will go committee meetings, distribute minutes to committee members wibute approved minutes for posting on appropriate web site. Ity Senate at all committee meetings, report committee actions to and participate in committee responsibilities. In the committee meetings, at all committee meetings, report committee actions to and participate in committee responsibilities. In the committee meetings, at all committee meetings, and participate in committee meetings, report committee actions to and participate in committee meetings, at all committee meetings, and all committee meetings and all committee meetings.	
Chair: Chair Liaison Secretary: Faculty Sena Faculty/Staf	ite Member(s): f Members:	The chairperson will agenda for each medelegate responsible committee membe chairperson will also committee; the appetite committee; the appetite committee; and might be of continucommittee records. Serve as a resource. Works with Chair, Fix take minutes during for review, and dist. Represent the Faculty Senate, Participate in committee in committee.	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of a documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will go committee meetings, distribute minutes to committee members wibute approved minutes for posting on appropriate web site. Ity Senate at all committee meetings, report committee actions to and participate in committee responsibilities.	
Chair: Chair Liaison Secretary: Faculty Sena	rte Member(s):	The chairperson wil agenda for each me delegate responsible committee member chairperson will also committee; the appethe committee; and might be of continuous committee records. Serve as a resource Works with Chair, Find take minutes during for review, and disting Represent the Faculty Senate,	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of a documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will go committee meetings, distribute minutes to committee members ribute approved minutes for posting on appropriate web site. Ity Senate at all committee meetings, report committee actions to and participate in committee responsibilities.	
Chair: Chair Liaison Secretary:		The chairperson wil agenda for each me delegate responsible committee membe chairperson will als committee; the apputhe committee; and might be of continu committee records Serve as a resource Works with Chair, Find take minutes during for review, and disting Represent the Faculting agents.	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate in performance, and make recommendations for membership. The committee of the charter of the committee of the charter of the conved minutes of each committee meeting; the annual report of its documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. To Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will go committee meetings, distribute minutes to committee members without approved minutes for posting on appropriate web site. Ity Senate at all committee meetings, report committee actions to	
Chair: Chair Liaison		The chairperson wil agenda for each me delegate responsible committee membe chairperson will als committee; the appethe committee; and might be of continucommittee records Serve as a resource Works with Chair, Fitake minutes during for review, and dist	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of a documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will go committee meetings, distribute minutes to committee members wibute approved minutes for posting on appropriate web site.	
Chair: Chair Liaison		The chairperson wil agenda for each me delegate responsible committee membe chairperson will als committee; the app the committee; and might be of continu committee records Serve as a resource Works with Chair, Fitake minutes during	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of a documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will ge committee meetings, distribute minutes to committee members	
Chair: Chair Liaison		The chairperson will agenda for each medelegate responsible committee membe chairperson will also committee; the appetite committee; and might be of continucommittee records. Serve as a resource Works with Chair, Formal properties of the committee of the committee records.	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of did documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed. For Chair and participate in committee responsibilities. Registrar, and Financial Aid to develop an electronic calendar. Will	
Chair:		The chairperson wil agenda for each me delegate responsible committee membe chairperson will als committee; the app the committee; and might be of continu committee records	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of a documents, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward to the new committee chair when a new one is appointed.	
	ers (Describe the	The chairperson wil agenda for each me delegate responsible committee membe chairperson will als committee; the app the committee; and might be of continu	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of didocuments, correspondence, data and other information that using value to the committee. Also, the chairperson shall forward	
	ers (Describe the	The chairperson will agenda for each me delegate responsible committee membe chairperson will als committee; the app the committee; and	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the proved minutes of each committee meeting; the annual report of a documents, correspondence, data and other information that	
	ers (Describe the	The chairperson wil agenda for each me delegate responsibi committee membe chairperson will als	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The o maintain a file that includes: a statement of the charter of the	
	ers (Describe the	The chairperson will agenda for each me delegate responsible committee membe	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate r performance, and make recommendations for membership. The	
Duties of Membe	ers (Describe the	The chairperson will agenda for each medelegate responsible	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and ilities as needed to fulfill the committee's mission, annually evaluate	
Duties of Membe	ers (Describe the	The chairperson will agenda for each me	Il convene the committee as needed to fulfill its charge, establish an eeting, oversee each committee meeting, form subcommittees and	
Duties of Membe	ers (Describe the	The chairperson wi	ll convene the committee as needed to fulfill its charge, establish an	
Duties of Member	ers (Describe the			
Student member will serve a three-year term or until graduation.				
term as a Faculty Senator ends. Staff members (Graduate School, President, VPBA, VPEM, VPIS, VPSA) do not rotate off.				
Faculty members (CAES, CBSS, CHS, CPY) will serve a three-year term. Faculty Senate member will rotate off when their				
A College Associate Dean will represent VPAA and will chair committee 2 years and serve as Chair Liaison the third year.				
Rotation Rules (List the rules that govern how committee/council membership changes with time):				
To prepare and recommend to the Provost/vice President for Academic Affairs a comprehensive academic calendar.				
Charge (Describe the charge or purpose of the committee/council): To prepare and recommend to the Provost/Vice President for Academic Affairs a comprehensive academic calendar.				
Secretary:		Appointed by Chair		
Chair:		College Associate Dean appointed by VPAA		
Officers (Describe in general terms who should serve as officers):				
Ex Officio Members:		VPEM-1 (University Registrar)		
Student Mem			Student Government Association President	
		Financial Aid; VPIS -1(Information Technology); VPSA-1		
Faculty/Staff Members:		Associate Dean); VPBA-1 (Controller); VPEM-2 (Representative from Registrar's Office,		
,,,	, ,	CAES-1; CBSS-1; CHS-1; CPY-1; Graduate School-1; President-1; VPAA-1 (College		
Staff Senate N		N/A		
Faculty Senat		1 Faculty Senator		
Membership (Describe in general terms who should serve on the committee/council): Total = 15				
Term/Date formed:		1999-2000		
Term/Date form	Reports to:		Provost & Vice President for Academic Affairs	
Reports to: Term/Date form	Committee Type:		☑ Standing □Ad Hoc	
Reports to:	:		University Calendar Committee	