

UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET
University of Louisiana at Monroe

Committee/Council Name:	Administrative Structure Ad Hoc Committee
Committee Type:	<input type="checkbox"/> Standing <input checked="" type="checkbox"/> Ad Hoc
Reports to:	Vice President for Academic Affairs
Recommended by:	<input type="checkbox"/> Faculty Senate <input checked="" type="checkbox"/> VPAA
Membership (Describe in general terms who should serve on the committee/council): Total = 9	
<i>Faculty Senate Member(s):</i>	Faculty Senate Representatives - 3
<i>Staff Senate Member(s):</i>	Staff Senate Representatives - 2
<i>Faculty/Staff Members:</i>	Academic Upper-Level Administrators - 3; VPAA - 1
<i>Student Members:</i>	N/A
<i>Ex Officio Members:</i>	N/A
Officers (Describe in general terms who should serve as officers):	
<i>Chair:</i>	VP for Academic Affairs
<i>Co- or Vice-Chair:</i>	N/A
<i>Secretary</i>	Selected from Committee members
Charge (Describe the charge or purpose of the committee/council):	
Consider how best to form the administrative structure in academic affairs to maximize performance under the new strategic plan while cutting costs.	
Rotation Rules (List the rules that govern how committee/council membership changes with time):	
Ad Hoc for 2013 Fall	
Duties of Members (Describe the duties expected of each committee member)	
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission. The chairperson will maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the final report of the committee; and documents, correspondence, data and other information related to the ad hoc committee. Also, the chairperson shall forward committee records to the Office of Academic Affairs when the committee has completed its charge for the period given.
<i>Co- or Vice-Chair:</i>	N/A
<i>Secretary</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate and Faculty, and participate in committee responsibilities.
<i>Staff Senate Member(s):</i>	Represent the Staff Senate at all committee meetings, report committee actions to the Staff Senate and Staff, and participate in committee responsibilities.
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities and act as liaison for faculty and staff.
<i>Student Members:</i>	N/A
<i>Ex Officio Members:</i>	N/A
Last Updated:	8/26/2013