ARTICLE 6
STANDING COMMITTEE SPECIFICATIONS

6.1 Academic Procedures and Standards Committee:

Membership: The committee shall consist of an appointed presiding officer; ten faculty members; three undergraduate and two graduate students; and the following persons or a representative of each: the Senior Vice President for Academic Affairs and Provost, the Director of Undergraduate Admissions, and the Administrative Deans for Undergraduate and Graduate Studies.

Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, scholastic standing, and dismissal of all students for academic deficiency.

Charge: The committee shall formulate and continually review policies and procedures for academic advisement, scheduling of classes, and registration.

Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluation.

Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted directly to the Senate through the Executive Committee by the Graduate School. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Educational Affairs Committee and the appropriate committee of the Graduate School.
6.2 **Campus Affairs Committee:**

**Membership:**

(1) The committee shall consist of an appointed presiding officer the presiding officers of the associated adjunct committees; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; and the following persons or a representative of each: the Senior Vice President for Academic Affairs and Provost, the Vice President for Administrative Affairs, the Vice President for Student Affairs, the Vice President for University Relations, and the Director of Human Relations Programs.

(2) The Chair of this committee or a member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council and the Campus Parking Advisory Committee.

**Charge:** The committee shall formulate and continually review policies and regulations affecting the total campus, its functions, its facilities, its internal operation and external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.

**Charge:** The committee shall establish procedures for the periodic review of campus level administrators.

6.3 **Committee on Committees:**
Membership and terms:

(1) As set forth in the Plan (Article 8), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.

(2) Besides the Chair-Elect of the Senate, the voting membership, as defined in the Plan (Article 8.3.a) shall consist of six (6) faculty members, with no more than one from any college, two (2) staff members, and two (2) students, all elected from the voting membership of the Senate.

(3) Students are elected to serve for one year, faculty and staff for two years, whether or not their membership in the Senate continues beyond their first year of service in the committee.

(4) Terms of faculty and staff members are staggered in such a way that at any time no more than three (3) faculty members and one (1) staff member are serving the second year of their term.

(5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes-in the last annual election for the Committee on Committees, subject to provisions in 6.3.a (2) above, shall fill the remainder of the un-expired term.

Charge:

(1) As set forth in the Plan (Article 8), responsibilities of the Committee on Committees include (a) identification of individuals for service on Senate committees, (b) identification of individuals to serve as representatives of the Senate on University committees. (2) Additional duties include (a) identification of individuals for service on System committees, (b) ongoing assessment of the effectiveness of committees, and recommendation for improvements and changes in committee operations and structure to the Elections, Representation and Governance Committee and to the Executive Committee.
Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 below, with the exception of 5.6 and 5.7.

6.4 Core Liberal Arts and Sciences Program (CORE) Committee:

Membership: The committee shall consist of a presiding officer appointed by the chair of the Senate from the faculty representatives on the committee; ten (10) faculty members consisting of seven (7) faculty representatives from the Arts and Sciences colleges: Arts and Humanities, Behavioral and Social Sciences, Computer, Mathematical and Physical Sciences, and Chemical and Life Sciences provided each college has at least one one representative and no college has more than two representatives; three (3) faculty representatives rotated among the following colleges: Education, Architecture, Business Management, Health and Human Performance, Agriculture and Natural Resources, Journalism, and Engineering provided no college has more than one representative; and two (2) student representatives. The Dean of Undergraduate Studies and the Director of the University Honors Program (or their designee) and the Director of CORE Planning and Implementation shall be voting ex officio members.

Charge: The committee shall exercise continuing supervisory authority and general oversight over the Core Liberal Arts and Sciences Program at UMCP. Its authority includes, but is not limited to evaluation, selection, and oversight of courses which satisfy fundamental studies, distributive studies, advanced studies, cultural diversity; capstone, and freshman seminar requirements as mandated by the report on undergraduate education entitled Promises to Keep: The College Park Plan Undergraduate Education, (Pease Report) adopted by the College Park Senate in March 1988. It shall also make periodic reports to the Senate on its evaluation of the effectiveness of the program and make any recommendations for revision or improvements it deems appropriate.
6.4c The committee shall, under the provisions of Section 5.8, establish subcommittees for each major segment of its work. A member of the CORE Committee shall serve as the presiding officer of each subcommittee. The other members may, but need not be members of the CORE Committee as the CORE Committee and the Executive Committee deem appropriate.

6.5 **Educational Affairs Committee:**

Membership: The committee shall consist of an appointed presiding officer; twelve (12) faculty members; two (2) staff members; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; and the following persons or a representative of each: The Senior Vice President for Academic Affairs and Provost, the Director of Honors, and the Administrative Deans of Undergraduate and Graduate Studies. The presiding officers of the Program, Curricula and Courses (PCC) and the CORE Liberal Arts & Sciences (CORE) Committees shall be non-voting ex officio members.

Charge: The Committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park Campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the colleges, schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.

6.6 **Elections, Representation and Governance Committee:**
Membership: The committee shall consist of an appointed presiding officer; seven (7) faculty members; two (2) staff members; two (2) undergraduate and two (2) graduate students; and the Director of Personnel and the Assistant Vice President for Institutional Research and Planning.

Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.

Charge: The committee shall determine the correct apportionment for all constituencies every five years in association with any review or revision of the Senate's Plan of Organization (Plan, Article 6.3)

Charge: The committee shall supervise all senatorial elections and referenda in accordance with the Plan (Article 4.2), and shall cooperate with certain constituencies in their nomination and election processes in accordance with the Plan (Article 4.4) or as requested by the Executive Committee

Charge: The committee shall establish appropriate procedures for the tallying and reporting of election results (Plan, Article 4.8), and other such duties as appropriate (see Plan, Articles 3.3.b, and 3.4.b(2)).

Charge: The committee shall review the plans of organization of the colleges, schools, and other units, in accordance with the Plan (Article 11.2).

Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.

Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the Plan (Article 5.6).

Charge: The committee shall initiate procedures for expelling senators in accordance with the Plan (Article 4.10).
6.6j Charge: The committee shall receive all petitions for recall of senators in accordance with the Plan (Article 4.11).

6.7 **Faculty Affairs Committee:**

   Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members of whom four (4) shall be senators and two (2) must be untenured; one (1) undergraduate student and two (2) graduate students; one (1) staff member and the following persons or a representative from each: the President, the Senior Vice President for Academic Affairs and Provost, and the Director of Personnel.

   Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.

6.7b Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.

6.7c Charge: The committee shall, in consultation with colleges, schools, and other academic units, establish procedures for the periodic review of academic administrators below the campus level.

6.8 **Governmental Affairs Committee:**

   Membership: The committee shall consist of the Chair-Elect of the Senate; the current Chair of the Senate; the immediate past Chair of the Senate; a federal and a state campus legislative liaison appointed by the President; two (2) faculty members; one (1) undergraduate student; one (1) graduate student; one (1) non-exempt staff member; one (1) exempt staff member; and such additional non-voting ex officio members as shall be appointed under Section 5.6.c of the Bylaws of the University Senate. Committee members shall not be limited to two consecutive terms as specified in Section 5.6.f (1) of the Bylaws of the University Senate. To assure continuity, selection of members should
be made in a way that will return at least four of the members of the immediate past committee to the newly appointed committee.

Charge: The committee shall initiate activities to provide contact with and provide information for executive and legislative bodies, shall serve as an advisory body to the President concerning campus needs requiring legislation, and shall keep the Senate abreast of legislative issues important to the Campus.

6.9 **Human Relations Committee:**

Membership: The committee shall consist of an appointed presiding officer; four (4) undergraduate and two (2) graduate students; six (6) faculty members; three (3) classified employees; the Director of Human Relations; one (1) exempt staff member or a Director from the Office of Academic Affairs; one (1) exempt staff member or a Director from the Office of Administrative Affairs; one (1) exempt staff member or a Director from the Office of Student Affairs; and the following persons or a representative of each: the Senior Vice President for Academic Affairs and Provost, the Vice President for Administrative Affairs, and the Vice President for Student Affairs.

Charge: The committee shall carry out its responsibilities as detailed in the Article 1, Section E of the Human Relations Code, University of Maryland, College Park, and recommend any appropriate changes in the code. It shall consider programs for improving University human relations.

6.9b **Implementation Committee:**
6.10a Membership: The committee shall consist of the three (3) most recent and available outgoing Senate chairs, one (1) outgoing staff member, one (1) graduate student and one (1) undergraduate student. One of the two students must be a current member of the Senate. The Vice Presidents for Academic Affairs, Administrative Affairs, and Student Affairs, or their designees, shall serve on this committee as ex officio members. The chair of this committee shall be the most recent outgoing Senate Chair, if that person is available. If the outgoing Senate Chair is unavailable to serve as chair of this committee, the chair shall be designated in the same manner as the chairs of other Senate standing committees, but does not need to be a current member of the Senate.

Charge: The Implementation Committee shall be responsible for working with the Senate office to maintain a record of the action on and implementation of previously passed Senate actions, and for corresponding with members of the University administration in that regard. The Committee shall report to the Senate Executive Committee at least once each term on the progress toward implementation of Senate actions and may make recommendations for Senate action where appropriate.

6.11 Instructional Resources Committee:

Membership: The committee shall consist of an appointed presiding officer ten (10) faculty members; two (2) professional staff from campus computer facilities; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Vice President and Chief Information Officer of the Office of Information Technology, and representatives of other campus committees charged with advisory roles relative to computers and campus, libraries.
6.11b Charge: The committee shall formulate and continually review policies on all matters pertaining to telecommunications, instructional and research computers, and other instructional aids.

6.11c Charge: The committee shall assist academic units with the development of uses of computers in their courses and curricula.

6.12 Programs, Curricula and Courses Committee:

Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President for Academic Affairs and Provost, the the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Vice President for Research and Dean of the Graduate School, and the Dean of Libraries.

Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses and (2) to the establishment, reorganization, abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.

Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these three areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Senate Office at least 48 hours prior to the meeting at which the recommendations will be introduced.

(1) all proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the
renaming of an existing academic program;

(2) all proposals for the creation, abolition, merger, splitting, or change of name of colleges, schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and

(3) all proposals to reassign existing units or programs to other units or programs.

Charge: The Committee shall review and shall directly advise the Office of Academic Affairs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with College rules approved by the Senate. The Committee shall inform the Senate of its actions in these cases.

Charge: The Committee shall review, establish, and advise the Vice President's Advisory Committee (VPAC) concerning policies for adding, deleting, or modifying academic courses.

Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the Institution, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee (APAC) concerning resource issues and/or the consistency of the proposed action with the Institution's mission and strategic directions.

The committee shall meet regularly as needed.
Relation of the Programs, Curricula and Courses Committee with the Office of the Senior Vice President for Academic Affairs and Provost.

(1) The committee, in consultation with the Provost's Office, shall determine the requirements for supporting documentation and the procedures for review of all proposals.

(2) The committee shall be informed by the Provost's Office of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Office of the Provost's Office shall act on all minor changes that are not of a policy nature.

(3) The committee shall be informed by the Provost's Office of all changes made pursuant to 6.12.f(2). The committee shall be informed by the Provost's of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.

Relationship of the Programs, Curricula and Courses Committee to the Graduate School:
Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School in addition to the review of the Programs, Curricula and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.