

WOU Committee on Committees Report

June 11, 2020

Committee Members

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Overview

In the 2019/2020 academic year, the Committee on Committees met a number of times to continue discussions of committee norms and how to quantify faculty service. Both of these discussions were informed by the previous year's discussions, and by the committee's 2019 recommendation to Faculty Senate that it continue work to more clearly describe and reduce faculty workload on committees.

The committee created and distributed a survey to WOU faculty in June of 2020, as a first step to assess faculty service commitments.

Measuring Faculty Service

Using Qualtrics, the committee created a 39-question survey intended to collect data on faculty service obligations and gauge interest in service for the next academic year. The committee believes this will enable Faculty Senate Executive Committee to efficiently find inequities in service on campus, while also facilitating division chairs' selection of faculty to serve on committees and fulfill other service obligations.

The committee also created a workflow for the Faculty Senate Vice President to follow in gathering data on an annual basis:

- Distribute survey in spring term
- Collate responses and forward to relevant division chairs / department heads
- Scrub personally identifying information from responses and archive anonymized data for analysis
- After analysis, post demographic and service data to the faculty senate website

Per the workflow, the survey was distributed to faculty via email in June of 2020.

Committee Norms

The committee had several discussions about possible committee norms. These included:

- Sending agendas in advance
- Taking minutes
- Taking roll
- The creation of generic committee bylaws to ensure a minimum of continuity across all committees

Committee on Committees intends to continue its work on committee norms with the objective of creating generic bylaws and committee best practices documents next academic year.