Texas Tech University
COLLEGE OF ENGINEERING
Operating Policy and Procedures
[Approved by Executive: 05-02-07]

COE OP 40.07: College Committees

Date: April 2007

Purpose: The purpose of this Operating Policy/Procedure is to establish committee structures within the College of Engineering, including the membership, terms and charge of college standing committees.

Review: This OP will be reviewed summers every odd-numbered year by the Deans Office, with recommendations for revision presented to the departmental chairs by August 15.

I. STANDING COMMITTEES

The following standing committees shall be established. All committee memberships will be determined by the third week of the fall semester unless otherwise specified. Each standing committee shall meet at least once during each academic year. Each committee shall file a copy of the minutes of its meetings in the Office of the Dean.

a. Executive Committee

The committee shall consist of the Dean, Associate Deans, Department Chairs, and chairs of ad hoc college committees constituted by the Dean, and is staffed by the Executive Associate to the Dean. The Dean serves as committee chair. The primary purpose of the committee is to enable discussions and communication regarding administrative, operational and policy issues affecting the college, including the students, faculty, staff and departments. The Executive Committee will meet approximately every three weeks, including summer. Representatives may attend with prior notification of the Dean’s Executive Associate.

b. Academic Programs Committee (APC)

The committee shall consist of one faculty representative from each department in the college, the graduate council faculty representative plus the Senior Associate Dean and the Associate Dean of Undergraduate Studies who are ex-officio members without vote. The Senior Associate Dean will serve as committee chair. All departmental representatives shall be designated by the departments, be members of the graduate faculty, shall serve staggered three-year terms, and may be re-appointed. Departmental representation is considered crucial and designates should attend with prior notification of the Senior Associate Dean. The committee shall meet at least once per month on a regular schedule that is widely disseminated to assure no undue
delays occur by this review process. Minutes will be recorded, distributed to all department chairs and archived.

The duties of the Academic Programs Committee are to:

- Recommend to the Dean college policies and practices related to undergraduate and graduate academic studies, student support (including scholarships) and curricular matters;
- Recommend to the Dean curricular, policy and course changes associated with degree programs at the undergraduate and graduate level as proposed by a department or, in the case of an interdisciplinary program, as proposed by the appropriate faculty governance committee. Approvals are required for proposed changes that will be reflected in the catalog such as, but not limited to, departmental requests for name changes; addition or deletion of degree offerings, minors or certificates; additions, deletions, and changes in course offerings including prerequisite requirements; or changes to curricular requirements (The process for making changes is described in the College of Engineering document, Policies and Procedures for Submitting Course and Curriculum Additions, Deletions, and Changes);
- Assist in assuring minimal overlap of material covered in course offerings and avoiding duplications of facilities required for curricular offerings across the college;
- Monitor distance education policies and practices to assure quality educational experiences for students and assure faculty have sufficient training, facilities and support in offering distance education courses;
- Serve as a forum for sharing best practices in curriculum development and innovation, educational pedagogy, student recruitment, retention and student support services at the undergraduate and graduate level.

c. Tenure and Promotion Committee (TPC)

The membership, charge, operations and actions of the Tenure and Promotion Committees shall be governed by the applicable portions of the COE OP 10.01 (Tenure and Promotion Standards and Procedures), by TTU OP 32.01, and by the relevant Regents Rules.

d. Accreditation and Assessment Committee

The committee shall consist of one faculty representative from each department in the college plus the Associate Dean of Undergraduate Studies, ex-officio without vote, who will serve as committee chair. All departmental representatives shall be determined by the respective departments, shall serve staggered three-year terms, and may be re-appointed.

Duties of the committee are to:

- Provide oversight of College-wide and program-level outcomes-based assessment and accreditation processes.
• Serve as a forum for sharing best practices in curricular development, innovation, and assessment, and
• Coordinate assessment activities that are applicable within more than one department in the college or involve academic programs outside the College.
• Others as needed to assure successful accreditation of engineering programs.

e. Recruitment Committee

Committee membership shall consist of one faculty representative from each department in the College of Engineering, a representative of the Center for Engineering Outreach plus the Associate Dean of Undergraduate Studies who will be ex-officio, without vote, and serve as committee chair.

The charge of the committee is to develop, coordinate and participate in recruiting strategies in order to attract undergraduate students to the college of engineering. The committee will meet on an as-needed basis.

f. Engineering Physics Committee

The membership, charge, operations and actions of the Engineering Physics Committee shall be governed by COE OP 20.02 (Interdisciplinary Academic Degree Program governance). Specifically, the committee shall consist of one faculty representative from each COE academic department with an option within Engineering Physics (currently only Electrical & Computer Engineering), one representative of the Physics Department, and the College of Engineering Director of the Engineering Physics Program who will serve as committee chair. Faculty representatives shall serve staggered three-year terms and may be re-appointed.

The Director of the Engineering Physics Program shall be appointed by the Dean and serve until replaced. The director shall be advisory to the Dean with the responsibilities of chairing the Engineering Physics Committee, the day-to-day operation of the Engineering Physics Program, establishing long-range goals for the program and planning ways to implement them, advising the Dean on all Engineering Physics policies, and consulting with the Dean on Engineering Physics Program budget requests.

g. Master of Engineering Committee

The membership, charge, operations and actions of the Master of Engineering Committee shall be governed by COE OP 20.02 (Interdisciplinary Academic Degree Program governance).

h. Faculty Awards Committee (FAC)

The membership, charge, operations and actions of the Faculty Awards Committee shall be governed by COE OP 10.04 (Faculty Teaching and Service Awards). The
committee shall present its recommendations for faculty awards to the dean in writing.

i. **Staff Awards Committee (SAC)**

The membership, charge, operations and actions of the Faculty Awards Committee shall be governed by COE OP 10.20 (Staff Award Committee). The committee shall present its recommendations for staff awards to the dean in writing.

j. **Faculty Research Awards Committee (FRAC)**

The membership, charge, operations and actions of the Faculty Research Awards Committee shall be governed by COE OP 10.08 (Faculty Research Awards) and COE OP 10.09 (Nominating Horn Professorships). The committee shall present its recommendations for faculty research awards and Horn Professorships to the dean in writing.

k. **Information Technology Committee (ITC)**

Committee membership shall consist of one faculty or staff representative from each department in the College of Engineering plus the Manager of Engineering Computing who will serve as committee chair.

The charge of the committee is to review and coordinate computing facilities, policies and procedures related to information technology to assure that we are meeting the computing needs of the students, the faculty and the staff of the COE. Efforts will be made to coordinate and collaborate among units to assure the most effective IT services are provided as efficiently as possible. The committee shall present its recommendations to the Dean in writing.

l. **Co-op Faculty Advisory Committee**

This committee shall consist of one faculty representative from each department and the College of Engineering Director of Cooperative Education. Faculty representatives shall be appointed by the Department Chairs.

The committee members shall receive each semester, from the Director of Cooperative Education, information on Co-op students in their respective departments, including workplace supervisors’ performance evaluations, student reports, and student evaluations of their workplace experiences. Committee members shall provide the Director of Cooperative Education with recommendations and advice regarding the Co-op Program policies and procedures, including co-op degree plans and the organization of engineering job fairs. Committee members shall be informed of Co-op Program revenues and expenditures. The committee shall present its recommendations to the Associate Dean for Undergraduate Studies in writing.
m. College of Arts and Sciences and College of Engineering Liaison Committee

Committee membership will consist of Deans’ representatives from the College of Arts & Sciences and College of Engineering and departmental representatives from the Mathematics and Statistics, Chemistry and Biochemistry, and Physics Departments and three departments of the College of Engineering. Committee members will be appointed by their respective Deans. The Dean’s representative from the College of Engineering will be responsible for convening the committee as needed. At a minimum, the committee will meet twice per semester.

The charge of the committee will be:
• To develop strategies to improve the academic success of engineering students
• Coordination of administrative procedures such as the block/cohort scheduling of classes and management of overload subscriptions
• Assessment of effectiveness in achieving academic goals; evaluation of course content with respect to engineering educational objectives
• Coordination of supplemental instruction efforts
• Estimation of courses and capacities to accommodate the College of Engineering Academic Bridge Program in the summers.

The committee will meet at the beginning and end of each semester, and maintain a calendar of activities to plan in a timely manner.

n. Fundamentals Exam Committee

Committee membership shall consist of one faculty representative from each department in the College of Engineering an engineering and/or engineering technology degree plus the Associate Dean of Undergraduate Studies, who will serve as chair.

The charge of the committee will be to monitor the performance of TTU students on the Fundamentals Exam and recommend actions to improve performance. In addition, the committee will address other issues related to the Fundamentals Exam as they arise.

II. AD HOC COMMITTEES

The Dean may appoint ad hoc committees or the faculty may establish and elect membership to these committees within the college as may be necessary and appropriate for the accomplishment of the purposes of the College. The Dean shall define the duties and responsibilities of each ad hoc committee and shall appoint the chairperson who will also serve on the Executive Committee for the duration of the Ad hoc Committee. The ad hoc committee functions shall not usurp the functions, duties or responsibilities of any standing committee. Ad hoc committee charters will normally expire one year after establishment.