

Texas Tech University
WHITACRE COLLEGE OF
ENGINEERING
Operating Policy and Procedures
[Approved by Executive: 01-27-17]

WCOE OP 20.07: College Committees

- Date:** August 2016
- Purpose:** The purpose of this Operating Policy/Procedure is to establish committee structures within the Whitacre 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 Dean's 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. Leadership 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 Leadership Committee will meet throughout the year. 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, the Associate Dean of Undergraduate Studies, and the Associate Dean for Graduate 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 WCOE 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. Faculty Awards Committee (FAC)

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

f. Staff Awards Committee (SAC)

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

g. Faculty Research Awards Committee (FRAC)

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

h. 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 Leadership 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.