

2023-2024 Committee Operations Audit

1. Review your operating code
 - a. Membership
 - i. Is the size of your committee appropriate for the work that you do?
 1. Is there justification for increasing the size of the committee (e.g., because a relevant constituency is not represented)?
 2. Is there justification for decreasing the size of the committee (e.g., representation of certain viewpoints could be achieved through consultation rather than full membership)?
 - ii. Are any existing constraints (e.g., academic division, department, tenure status) on membership justified?
 - iii. What are the opportunities and limitations for the participation of non-tenure track (NTT) faculty on your committee (assume contract lengths suitable for full 3-year terms of service)?
 - iv. Does your operating code require that your website be updated with membership information at the beginning of the academic year?
 - b. Operations
 - i. Are your annual workload and timelines described in the Operating Code?
 - ii. Is your meeting schedule described in the Operating Code?
 1. How often do you meet, for how long?
 2. How/when is the schedule decided?
 3. Does your Operating Code require meeting minutes to be posted on your committee website? If not, should it be required? If yes, are they up-to-date?
 - c. Committee chairs
 - i. What are the chair's responsibilities? Are they laid out in the operating code?
 - ii. How and when is the chair for the next year chosen?
 1. Are there any preferences or constraints for choosing the next chair?

2. What is the procedure if no one is willing to chair?

- d. Operating code review process
 - i. Does your operating code require that the operating code is reviewed on a regular basis?
 - ii. Does your operating code require that an up-to-date version is posted to your committee website?
- 2. Update your operating code
 - a. For all aspects queried above, where appropriate, please update your operating code.
 - b. Aside from the aspects queried above, is the operating code up-to-date? If there are other items that need to be updated or added, please describe.
- 3. Update your website
 - a. Email Skidmore Web Team (webteam@skidmore.edu) and ask them to post to your committee website:
 - i. The most up-to-date version of your Operating Code
 - ii. Your current committee membership, identifying the current chair as well as the service terms for each member