

# UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

## University of Louisiana at Monroe

<b>Committee/Council Name:</b>	University Calendar Committee		
<b>Committee Type:</b>	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
<b>Reports to:</b>	Provost & Vice President for Academic Affairs		
<b>Term/Date formed:</b>	1999-2000		
<b>Membership (Describe in general terms who should serve on the committee/council): Total = 15</b>			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-1; CBSS-1; CHS-1; CPY-1; Graduate School-1; President-1; VPAA-1 (College Associate Dean); VPBA-1 (Controller); VPEM-2 (Representative from Registrar's Office, Financial Aid; VPIS -1(Information Technology); VPSA-1		
<i>Student Members:</i>	1 recommended by Student Government Association President		
<i>Ex Officio Members:</i>	VPEM-1 (University Registrar)		
<b>Officers (Describe in general terms who should serve as officers):</b>			
<i>Chair:</i>	College Associate Dean appointed by VPAA		
<i>Secretary:</i>	Appointed by Chair		
<b>Charge (Describe the charge or purpose of the committee/council):</b>			
To prepare and recommend to the Provost/Vice President for Academic Affairs a comprehensive academic calendar.			
<b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>			
A College Associate Dean will represent VPAA and will chair committee 2 years and serve as Chair Liaison the third year. Faculty members (CAES, CBSS, CHS, CPY) will serve a three-year term. Faculty Senate member will rotate off when their term as a Faculty Senator ends. Staff members (Graduate School, President, VPBA, VPEM, VPIS, VPSA) do not rotate off. Student member will serve a three-year term or until graduation.			
<b>Duties of Members (Describe the duties expected of each committee member)</b>			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Chair Liaison</i>	Serve as a resource for Chair and participate in committee responsibilities.		
<i>Secretary:</i>	Works with Chair, Registrar, and Financial Aid to develop an electronic calendar. Will take minutes during committee meetings, distribute minutes to committee members for review, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Student Members:</i>	Represent the Student Government Association (SGA) at all committee meetings, report committee actions to the SGA, and participate in committee responsibilities.		
<i>Ex Officio Members:</i>	Represent the office that they hold and participate in all committee responsibilities.		
<b>Last updated</b>	<input checked="" type="checkbox"/>	Date: _____	Signature: _____
<b>Last reviewed</b>	<input checked="" type="checkbox"/>	Fall 2023	Chair      Susie Cox