

**UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET**  
**University of Louisiana at Monroe**

<b>Committee/Council Name:</b>	Quality Enhancement Plan Committee
<b>Committee Type:</b>	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc
<b>Reports to:</b>	Vice President for Academic Affairs
<b>Membership Recommended by:</b>	<input type="checkbox"/> Faculty Senate <input checked="" type="checkbox"/> VPAA
<b>Membership (Describe in general terms who should serve on the committee/council): Total = 24</b>	
<i>Faculty Senate Member(s):</i>	2 recommended by Faculty Senate
<i>Staff Senate Member(s):</i>	N/A
<i>Faculty/Staff Members:</i>	CAES-11; CBSS-2; EVP-1; VPAA-5; VPSA-2
<i>Student Members:</i>	1 recommended by SGA
<i>Ex Officio Members:</i>	N/A
<b>Officers (Describe in general terms who should serve as officers):</b>	
<i>Chair:</i>	Director of Extended Learning and Quality Enhancement
<i>Co- or Vice-Chair:</i>	N/A
<i>Secretary:</i>	Elected from the committee members
<b>Charge (Describe the charge or purpose of the committee/council):</b>	
To oversee the implementation and assessment of the Quality Enhancement Plan (QEP). Develop a rotation policy.	
<b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>	
<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>Co- or Vice-Chair:</i>	N/A
<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>Staff Senate Member(s):</i>	N/A
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.
<i>Student Members:</i>	Represent the SGA at all committee meetings, serve as liaison for the student body, and participate in committee responsibilities.
<i>Ex Officio Members:</i>	N/A
<b>Last Updated:</b>	8/4/2014